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ABSTRACT

The training manual is designed to assist naval personnel in preparing for advancement to the rates of Postal Clerk Third Class and Postal Clerk Second Class. Opening chapters describe the job of the Navy postal clerk, the organization and administration of the Navy Postal Service, additional publications which are referred to throughout the text, and the Navy Post Office and its personnel. Succeeding chapters discuss domestic mail acceptance; classification and rates; special mail services--registered mail; other special mail services; postage stamps and stamped paper; postal money orders; international mail; outgoing and incoming mail; mail directory service; inquiries, complaints, and claims; audits, inspections, reports, and records; and office practices and procedures. Appended are the postal agreement between the U. S. Postal Service and Department of Defense, and a glossary of postal terms. (NH)

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DEPARTMENT OF THE NAVY
UNITED STATES OF AMERICA
UNITED STATES POSTAL SERVICE
U.S.MAIL

POSTAL CLERK 3 & 2

NAVAL EDUCATION AND TRAINING COMMAND

RATE TRAINING MANUAL NAVEDTRA 10215-B

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PREFACE

This training manual is designed to assist naval personnel in preparing for advancement to the rates of Postal Clerk Third Class and Postal Clerk Second Class.

This training manual was prepared by the Training Publications Detachment, for the Chief of Naval Education and Training. Technical assistance was provided by the Naval Examining Center, Pensacola, Florida; Chief of Naval Operations (Postal Affairs Branch); Service School Command; and the United States Postal Inspection Service, Washington, D. C.

This Rate Training Manual was prepared during the transition period when the Post Office Department was being changed to the Postal Service. Therefore, some of the forms that were current when the manual was written may now be revised. We suggest that you refer to the appropriate Postal Service instructions for the forms presently in use.

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THE UNITED STATES NAVY

GUARDIAN OF OUR COUNTRY

The United States Navy is responsible for maintaining control of the sea and is a ready force on watch at home and overseas, capable of strong action to preserve the peace or of instant offensive action to win in war.

It is upon the maintenance of this control that our country's glorious future depends; the United States Navy exists to make it so.

WE SERVE WITH HONOR

Tradition, valor, and victory are the Navy's heritage from the past. To these may be added dedication, discipline, and vigilance as the watchwords of the present and the future.

At home or on distant stations we serve with pride, confident in the respect of our country, our shipmates, and our families.

Our responsibilities sober us; our adversities strengthen us.

Service to God and Country is our special privilege. We serve with honor.

THE FUTURE OF THE NAVY

The Navy will always employ new weapons, new techniques, and greater power to protect and defend the United States on the sea, under the sea, and in the air.

Now and in the future, control of the sea gives the United States her greatest advantage for the maintenance of peace and for victory in war.

Mobility, surprise, dispersal, and offensive power are the keynotes of the new Navy. The roots of the Navy lie in a strong belief in the future, in continued dedication to our tasks, and in reflection on our heritage from the past.

Never have our opportunities and our responsibilities been greater.

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CHAPTER 1

THE NAVY POSTAL CLERK

This training manual has been prepared for men of the Navy and of the Naval Reserve who are studying for advancement to the rates of Postal Clerk 3 and Postal Clerk 2.

The Postal Clerk qualifications used as a guide in the preparation of this training manual are those contained in the *Manual of Qualifications for Advancement*, NAVPERS 18068.

Chapters 2 through 16 of this training manual deal with the professional (technical) matter of the Postal Clerk rating. Chapter 2 provides detailed information about the organization and administration of the Navy Postal Service. As publications are of extreme importance to the Postal Clerk, and are continually referenced throughout this text, chapter 3 is devoted to detailed discussion of those of importance. The Navy post office and its personnel are discussed in chapter 4, stressing the duties and responsibilities for the custody and security of postal effects.

Succeeding chapters discuss the acceptance, classification, and rates of domestic and international mail; special mail services; postage stamps and stamped paper; postal money orders; processing outgoing and incoming mail; procedures for processing inquiries, complaints, and claims; requirements for conducting audits and inspections; preparation of reports and records; mail directory service; and office practices and procedures.

THE ENLISTED RATING STRUCTURE

The two main types of ratings in the present enlisted rating structure, are general ratings and service ratings.

GENERAL RATINGS identify broad occupational fields of related duties and functions. Some general ratings include service ratings; others do not. Both Regular Navy and Naval Reserve personnel may hold general ratings.

SERVICE RATINGS identify subdivisions or specialties within a general rating. Although service ratings can exist at any petty officer level, they are most common at the PO3 and PO2 levels. Both Regular Navy and Naval Reserve personnel may hold service ratings.

THE POSTAL CLERK RATING

The Postal Clerk is a general rating, which has no service ratings. Navy Postal Clerks operate post offices aboard Navy ships, at overseas naval activities, and at specified activities within the United States. In this capacity they provide the same mail service one would expect of a home town post office.

To become more familiar with the Postal Clerk rating, study the qualifications for advancement.

A Postal Clerk 3 or 2 needs a broad knowledge of Navy postal operations, and a detailed knowledge of postal jobs.

An important phase of postal operations is the transmission of mail. Outgoing mail must be dispatched with speed and efficiency to ensure that transportation schedules are met. Incoming mail must be processed quickly to avoid undue delay in delivery. How you handle your outgoing and incoming mail will, in large measure, determine the reputation of your post office.

Postal counterwork is essentially a matter of public contact, requiring business-like behavior, courtesy, and efficient service to personnel served, and a thorough knowledge of postal regulations concerning the types of postal services offered, postage rates, and proper packaging and contents of all classes of mail acceptable for transhipment through the mails.

You will also maintain records and prepare reports, as required by the U.S. Postal Service and the Department of Navy, in relation to post office operations. Operation of a Post Office includes the maintenance of equipment, requisitioning supplies, and maintaining post office spaces.

You must have a thorough knowledge of Navy and U. S. Postal Service security regulations. You have the responsibility of providing for safekeeping of the mail, postage stamps, stamped paper, and blank money orders in your custody, and cash that is entrusted to you. This also includes responsibility for the disposition of postal effects during an emergency. Financial responsibility involves the custodial accounting, inspection, and supervisory functions required in proper handling of postal effects as well as records of financial transactions such as the sale and payment of postal money orders, and the collection of customs duties.

You will also arrange, through the postal officer, transportation for the dispatch and pick-up of mail from post offices or other locations ashore and afloat.

Other duties include the knowledge of requirements for establishing and disestablishing a post office ashore or afloat.

In addition to your professional duties as a Navy Postal Clerk, you perform military duties. Aboard ship a Navy Postal Clerk has assignments under the watch, quarter, and station bill (as all the crew members have), which are unrelated to your postal duties.

You may serve in a variety of billets, including such small ships as DEs or DDs, or in the larger ships such as a CVA, where you will be an assistant to the Accountable Postal Clerk. Or you may also be assigned to duty at an overseas activity that has a Navy post office, such as Naples, Italy, or Yokosuka, Japan.

As you prepare for advancement to PC3 and then to PC2 your responsibilities for naval leadership will increase, as will the applications of leadership to the duties of your rating.

Your responsibilities for technical leadership arise from the nature of your work. Keeping the ship's post office operating efficiently and its financial affairs in good order is a large task. You perform this task effectively when you accept the responsibility of performing every detail of your work with complete integrity and reliability, and when you continue to increase your knowledge of a Navy Postal Clerk's job.

Integrity of work is a key factor in technical leadership; all other factors relate to it in some way. Integrity of work refers to big things and little things—the way you supervise the post office, the way you handle your stamp or money order accounts, the way you issue stamps or money orders, the accuracy and neatness of your records, your ability to move mail rapidly, your ability to process inquiries, complaints, and claims quickly and knowledgeably, and the manner in which you conduct daily contacts with patrons.

When you perform every job as efficiently as you can, and when you constantly strive to increase your skill and broaden your knowledge, you are demonstrating integrity of work in a concrete, practical way, and you are demonstrating technical leadership.

Integrity also involves financial responsibility. This means continuous accurate accounting for all postal funds. The first and most important thing a Navy Postal Clerk must learn is the seriousness of this responsibility. To borrow even a small amount from postal funds or to be even a little careless in handling these funds is the first step into serious trouble.

Integrity and financial responsibility are so important in handling a post office that a Navy Postal Clerk must avoid in his personal life any practice that might lead him into financial difficulties which might cast doubt on his honesty.

Do not gamble. If you did gamble and lost heavily, you might be tempted to do the first dishonest thing you ever did. If you are a big winner and spend the money freely, someone is sure to suspect that you are using your postal funds to make money. Either way you lose. People just don't trust a gambler to work around money. Besides not gambling, a Navy Postal Clerk must demonstrate financial responsibility. He must live within his income, pay his bills, and refrain from borrowing or lending money to his shipmates.

The office of the Chief of Naval Operations has given special attention to detecting and preventing cases of embezzlement among postal personnel. In most cases, men convicted of offenses involving money have not only received prison terms but have also lost their opportunity for naval careers. The social stigma of such a conviction follows a man into civilian life and often interferes with his getting a responsible job. Usually the men involved started with no real intent to be dishonest. They just wanted to borrow a little money and pay it back in a few days. But in each case the problem stemmed from a lack of financial responsibility and integrity on the part of the person concerned.

The first Postmaster General, Benjamin Franklin, established the tradition that the U. S. Mail is a service to all the people of the United States, should be used as often as needed, and at the lowest possible rates. Service is still the primary mission of the U. S. Postal Service. It is your primary function to see that your shipmates receive all the benefits of service through the Navy Postal Service. In performing this function efficiently you will contribute greatly to the morale of your command.

ADVANCEMENT

Some of the rewards of advancement in rate are easy to see. You get more pay. Your job assignments become more interesting and more challenging. You are regarded with greater respect by officers and enlisted personnel. You enjoy the satisfaction of getting ahead in your chosen Navy career.

But the advantages of advancing in rate are not yours alone. The Navy also profits. Highly trained personnel are essential to the functioning of the Navy. By each advancement you increase your value to the Navy in two ways. First, you become more valuable as a specialist in your own rating. And second, you become more valuable as a person who can train others and thus make far-reaching contributions to the entire Navy.

HOW TO QUALIFY FOR ADVANCEMENT

There are minimum standards you must meet for advancement. These consist of knowledge and abilities which enlisted personnel must acquire for advancement to the next successive paygrade. For example, all qualification items established at the second class level (PO2) are a requirement for all PO3's advancing to PO2. This means that when a qualification is established for second class, personnel at the third class level must be able to perform the task or must possess the knowledge specified to advance to second class. The minimum standards may change from time to time. Listed below are the basic requirements you must meet to qualify for advancement.

1. Have the specified amount of time required in your present grade.
2. Complete the required military and occupational training courses.
3. Demonstrate your ability to perform all the performance requirements for advancement by completing the Record of Practical Factors, NAVTRA 1414/1 (Formerly NAVPERS 1414/1.)
4. Be recommended by your commanding officer, after the petty officers and officers supervising your work have indicated that you are qualified and capable of performing the duties of the next higher rate.
5. Demonstrate your knowledge of the next higher rate by passing a written examination on the occupational and military qualification standards of that rate.

Some of these general requirements may be modified or changed in certain ways. Figure 1-1 gives a more detailed view of the requirements for advancement of active duty personnel; Figure 1-2 gives this same information for inactive duty or reserve personnel.

ADVANCEMENT SYSTEM

Advancement is not automatic. Meeting all the requirements makes you eligible for advancement but does not guarantee advancement. The number of men in each rate and rating is controlled on a Navy-wide basis. Therefore, the number of men who may be advanced is limited by the number of vacancies that exist. When the number of men passing the examination exceeds the number of vacancies the final multiple system is used to determine which men may be advanced and which may not.

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REQUIREMENTS *	E1 to E2	E2 to E3	# E3 to E4	#† E4 to E5	† E5 to E6	† E6 to E7	† E7 to E8	† E8 to E9
SERVICE	4 mos. service-or completion of Recruit Training.	8 mos. as E-2.	6 mos. as E-3.	12 mos. as E-4. 3 years time in service.	24 mos. as E-5. 6 years time in service.	36 mos. as E-6. 8 years time in service.	36 mos. as E-7. 8 of 11 years time in service must be enlisted.	24 mos. as E-8. 10 of 13 years time in service must be enlisted.
SCHOOL	Recruit Training. (C.O. may advance up to 10% of graduating class.)		Class A for PR3, DT3, PT3, AME 3, HM 3, PN 3, FTB 3, MT 3,			Class B for AGC, MUC, MNC.††		
PRACTICAL FACTORS	Locally prepared check-offs.	Record of Practical Factors, NavEdTra 1414/1, must be completed for E-3 and all PO advancements.						
PERFORMANCE TEST			Specified ratings must complete applicable performance tests before taking examinations.					
ENLISTED PERFORMANCE EVALUATION	As used by CO when approving advancement.		Counts toward performance factor credit in advancement multiple.					
EXAMINATIONS **	Locally prepared tests.	See below.	Navy-wide examinations required for all PO advancements.			Navy-wide selection board.		
RATE TRAINING MANUAL (INCLUDING MILITARY REQUIREMENTS)		Required for E-3 and all PO advancements unless waived because of school completion, but need not be repeated if identical course has already been completed. See NavEdTra 10052 (current edition).					Nonresident career courses and recommended reading. See NavEdTra 10052 (current edition).	
AUTHORIZATION	Commanding Officer		NAVEDTRAPRODEVCEN					

* All advancements require commanding officer's recommendation.
† 1 year obligated service required for E-5, and E-6; 2 years for E-7, E-8, and E-9.
# Military leadership exam required for E-4 and E-5.
** For E-2 to E-3, NAVEDTRAPRODEVCEN exams or locally prepared tests may be used.
†† Waived for qualified EOD personnel.

Figure 1-1.—Active duty advancement requirements.

REQUIREMENTS	E1 to E2	E2 to E3	E3 to E4	E4 to E5	E5 to E6	E6 to E7	E8	E9
TOTAL TIME IN GRADE	4 mos.	8 mos.	6 mos.	12 mos.	24 mos.	36 mos. with total 8 yrs service	36 mos. with total 11 yrs service	24 mos. with total 13 yrs service
TOTAL TRAINING DUTY IN GRADE †	14 days	14 days	14 days	14 days	28 days	42 days	42 days	28 days
PERFORMANCE TESTS			Specified ratings must complete applicable performance tests before taking examination.					
DRILL PARTICIPATION	Satisfactory participation as a member of a drill unit in accordance with BUPERSINST 5400.42 series.							
PRACTICAL FACTORS (INCLUDING MILITARY REQUIREMENTS)	Record of Practical Factors, NavEdTra 1414/1, must be completed for all advancements.							
RATE TRAINING MANUAL (INCLUDING MILITARY REQUIREMENTS)	Completion of applicable course or courses must be entered in service record.							
EXAMINATION	Standard Exam		Standard Exam required for all PO advancements. Also pass Military Leadership Exam for E-4 and E-5.				Standard Exam, Selection Board.	
AUTHORIZATION	Commanding Officer		NAVEDTRAPRODEVCEN					

*Recommendation by commanding officer required for all advancements.
† Active duty periods may be substituted for training duty.

Figure 1-2.—Inactive duty advancement requirements.

Final Multiple

The final multiple combines three types of advancement systems:

Merit rating
Personnel testing
Longevity, or seniority

The system provides credit for performance, knowledge, and seniority, and, while it cannot guarantee that any one person will be advanced, it does guarantee that all men within a particular rating will have equal advancement opportunity.

The following factors are considered in computing the final multiple:

FACTOR	MAXIMUM CREDIT
Examination Score	80
Performance (Performance Evaluations)	50
Length of service-yrs x 1	20
Service in Pay Grade-yrs x 2	20
Medals and Awards	15
PNA	15
TOTAL	200

All of the above information (except the examination score and the PNA points) is submitted to the Naval Examining Center with the examination answer sheets. After grading, the examination scores, for those passing, are added to the other factors. A precedence list is prepared by the Examining Center for each pay grade within each rating. Advancement authorizations are then issued, beginning at the top of the list, for the numbers needed to fill existing vacancies.

PNA Points

A member who passes a Navywide advancement examination but whose advancement is not authorized because of quota limitations is awarded PNA (passed but not advanced) points on his final multiple the next time the multiple is computed. PNA points comprise two subfactors, Navywide examination score and performance mark standing. A member is awarded points according to his standing among all those who participated in his specific examination for a given rate and a given cycle. The schedule for each subfactor, is as follows.

EXAMINATION SCORE	POINTS
70 through 80	1.5
60 through 69	1.0
Passing through 59	.5

PERFORMANCE MARK AVERAGE	POINTS
Top 25 Percent	1.5
Upper 25 to 50 Percent	1.0
Lower 50 to 25 Percent	.5
Bottom 25 Percent	.0

The points are added to the individual's final multiple by the Naval Examining Center and thereafter are creditable toward the candidate's most recent five of the last six Navywide advancement cycles. Accumulation of PNA points is, therefore, limited to 3 points per cycle and a total of 15 points.

Also remember that advancement is not automatic. After you have met all the requirements, you will actually be advanced only if you meet all the requirements, including passing the written examination, and if the quotas for your rating permit your advancement.

HOW TO PREPARE FOR ADVANCEMENT

What must you do to prepare for advancement? You must study the qualifications for advancement, work on the practical factors, study the required Navy Training Courses, and study other material that is required for advancement in your rating. To prepare for advancement, you will need to be familiar with (1)*The Quals Manual.* (2) the Record of Practical Factors, NAVTRA 1414/1, (3) *Bibliography for Advancement Study*, NAVTRA 10052 and (4) applicable Rate Training Manuals. The following sections describe them and give you some practical suggestions on how to use them in preparing for advancement.

The Quals Manual

The *Manual of Qualifications for Advancement*, NAVPERS 18068, gives the minimum occupational and military qualification standards for advancement to each rate within each rating. This manual is usually called the "Quals Manual", and the qualification standards are of two general types:

(1) Military qualification standards.
(2) Occupational qualification standards.

MILITARY STANDARDS are requirements that apply to all ratings rather than to any one particular rating. Military requirements for advancement usually include military conduct, naval organization, military justice, security, watch standing, and other subjects which are required of petty officers in all rate groups.

OCCUPATIONAL STANDARDS are requirements that are directly related to the professional work of a rating.

Both the military and the occupational qualification standards are divided into two subject matter groups. These subject matter groups are called practical factors and knowledge factors. Practical factors are things you must be able to do. Knowledge factors are things you must know in order to perform the duties of your rating.

In most subject matter areas, you will find both practical factor and knowledge factor qualifications. In some subject matter areas, you may find only practical factors or knowledge factors. It is important to remember that there are some knowledge aspects to all practical factors, and some practical aspects to most knowledge factors. Therefore, even if the *Quals Manual* indicates that there are no knowledge factors for a given subject matter area, you may still expect to find examination questions dealing with the knowledge aspects of the practical factors listed in that subject matter area.

In summary, then, the written examination for advancement in rating may contain questions relating to both the practical factors and to the knowledge factors.

After you have satisfactorily completed the requirements of practical factors and knowledge factors, you are required to pass a military/leadership examination for E-4 or E-5, whichever is appropriate. Once you have passed the military/leadership exam, you will then be eligible to compete in a Navywide occupational examination for Postal Clerk 3 or 2.

After you have been advanced to third class and are working for advancement to second class, remember that you may be examined on third class qualifications as well as on second class qualifications.

The *Quals Manual* is kept current by means of changes. The occupational qualifications for your rating which are covered in this training manual were current at the time the manual was printed. By the time you are studying this manual, however, the quals for your rating may have been changed. Never trust any set of quals until you have checked it against an UP-TO-DATE copy in the *Quals Manual*.

Record of Practical Factors

Before you can take the servicewide examination for advancement in rating, there must be an entry in your service record to show that you have qualified in the practical factors of both the military qualifications and the occupational qualifications. A special form known as the Record of Practical Factors, NAVTRA 1414/1, is used for this purpose. This form is available for each rating. The form lists all practical factors, both military and occupational. As you demonstrate your ability to perform each practical factor, appropriate entries are made in the DATE and INITIALS columns.

Changes are made periodically to the *Manual of Qualifications for Advancement*, and revised forms of NAVTRA 1414/1 are provided when necessary. Extra space is allowed on the Record of Practical Factors as they are published in changes to the *Quals Manual*. The Record of Practical Factors also provides space for recording demonstrated proficiency in skills which are within the general scope of the rating, but which are not identified as minimum qualifications for advancement.

If you are transferred before you qualify in all practical factors, your NAVTRA 1414/1 Form should be forwarded with your service record to your next duty station. You can save yourself a lot of trouble by making sure that this form is actually inserted in your service record before you are transferred. If the form is not in your service record, you may be required to start all over again and requalify in the practical factors which have already been checked off.

NAVTRA 10052

Bibliography for Advancement Study, NAVTRA 10052 (current edition) is a very important publication for anyone preparing for advancement in rate. This bibliography lists required and recommended Rate Training Manuals and other reference material to be used by personnel working for advancement in rate. NAVTRA 10052 is revised and issued once each year by the Chief of Naval Training. Each revised edition is identified by a letter following the NAVTRA number. When using this publication, be SURE that you have the most recent edition.

This bibliography provides a working list of material for enlisted personnel to study in preparation for taking advancement examinations. Preparation of new and revised manuals and courses is continually under way. The most intelligent use of these training materials is in conjunction with the Qualifications/Bibliography Sheets which are distributed by the Naval Examining Center to all commands prior to the date of the examinations. These sheets list both current qualifications and current bibliography for each rating.

In using NAVTRA 10052, you will notice that some Rate Training Manuals are marked with an asterisk (*). Any manual marked in this way is MANDATORY – that is, it must be completed at the indicated rate level before you can be eligible to take the servicewide examination for advancement in rate. Each course may be completed by (1) passing the appropriate Nonresident Career Course that is based on the mandatory training manual; (2) passing locally prepared tests based on the information given in the training manual; or (3) in some cases, successfully completing an appropriate Navy Class "A" course or other military school applicable to the rating.

Rate Training Manuals

There are two general types of Rate Training Manuals. RATING COURSES (such as this one) are prepared for most enlisted ratings. A rating course gives information that is directly related to the occupational qualifications of one rating. SUBJECT MATTER COURSES (BASIC COURSES) give information that applies to more than one rating.

Rate Training Manuals are revised from time to time to keep them up to date. The revision of a Rate Training Manual is identified by a letter following NAVTRA number. You can tell whether a particular copy of a Rate Training Manual is the latest edition by checking the NAVTRA number and the letter following this number in the most recent edition of *List of Training Manuals and Correspondence (Nonresident Career) Courses*, NAVTRA 10061. (NAVTRA 10061 lists all current Rate Training Manuals and correspondence (Nonresident Career) courses.)

Each time a rate training manual is revised, it is brought into conformance with the official publications and directives on which it is based; but during the life of any edition, discrepancies between the manual and the official sources are almost sure to arise because of changes to the latter which are issued in the interim. In the performance of your duties, you should always refer to the appropriate official publication or directive. If the official source is listed in NAVTRA 10052 and therefore is a source used by the Naval Examining Center in preparing the advancement examinations, the Examining Center will resolve any discrepancy of material by using the most recent.

Rate Training Manuals are designed to help you do your job and to prepare for advancement. The following suggestions may help you to make the best use of this course and other Navy training publications.

Study the military qualifications and the occupational qualifications for your rating before you study the training course, and refer to the quals frequently as you study. Remember, you are studying to meet these quals.

Set up a regular study plan. It will probably be easier for you to stick to a schedule if you can plan to study at the same time each day. If possible, schedule your studying for a time of day when you will not have too many interruptions or distractions.

Before you begin to study any part intensively, become familiar with the entire book. Read the preface and the table of contents. Check through the index. Look at the appendixes. Thumb through the book looking at the illustrations and reading bits here and there as you see things that interest you. Look at the course in more detail, to see how it is organized. Look at the table of contents again. Then, chapter by chapter, read the introduction, the headings, and the sub-headings. This will give you a clear picture of the scope and content of the book. As you look through the book in this way, ask yourself some questions:

> What do I need to learn about this? What do I already know about this? How is this information related to information given in other chapters? How is this information related to the work I have to do?

When you have a general idea of what is in the course and how it is organized, fill in the details by intensive study. In each study period, try to cover a complete unit–it may be a chapter, a section of a chapter, or a subsection. The amount of material that you can cover at one time will vary. If you know the subject well, or if the material is easy, you can cover quite a lot at one time. Difficult or unfamiliar material will require more study time.

In studying any one unit–chapter, section, or subsection–write down the questions that occur to you. Many people find it helpful to make a written outline of the unit as they study, or at least to write down the most important ideas.

As you study, relate the information you are gaining to the knowledge you already have. When you read about a process, a skill, or a situation, try to see how this information ties in with your own past experience.

When you have finished studying a unit, take time out to see what you have learned. Look back over your notes and questions. Maybe some of your questions have been answered, but perhaps you still have some that are not. Without looking at the training course, write down the main ideas that you have gotten from studying this unit. Don't just quote the book. If you can't give these ideas in your own words, the chances are that you have not really mastered the information.

Use enlisted correspondence courses whenever you can. The correspondence courses are based on Rate Training Manuals or on other appropriate texts. As mentioned before, completion of a mandatory Rate Training Manual can be accomplished by passing an Enlisted Correspondence Course based on the Rate Training Manual. You will probably find it helpful to take other correspondence courses, as well as those based on mandatory training courses. Taking a correspondence course helps you to master the information given in the rate training manual, and also helps you to determine how much you have learned.

Think of your future as you study. You are working for advancement to third class or second class right now, but someday you will be working toward higher rates. Anything extra that you can learn now will also help you later.

SOURCES OF INFORMATION

Besides rate training manuals, NAVTRA 10052 lists official publications on which you may be examined. You should not only study the sections required, but you should become familiar with all publications you use.

One of the most useful things you can learn about a subject is how to find out more about it. No single publication can give you all the information needed to perform the duties of your rating. You should learn where to look for accurate, authoritative, up-to-date information on all subjects related to the military qualifications for advancement and the occupational qualifications of your rating.

PUBLICATIONS YOU SHOULD KNOW

Chapter 3 of this Training Manual discusses most of the publications you will use. The detailed information you need for advancement and for everyday work is contained in them. Some are subject to change or revision from time to time – some at regular intervals. When using any publication that is subject to change or revision, be sure that you have the latest edition. When using any publication that is kept current by means of changes, be sure you have a copy in which all official changes have been made. Studying canceled or obsolete information will do you no good; it is likely to be a waste of time, and may even be seriously misleading.

TRAINING FILMS

Although there are no training films available for the Postal Clerk rating, there are various other films which will be of benefit to you, such as films on paperwork management, maintenance of office machines, safety and security. For a description of these and other training films which may be of interest to you, see the United States Navy Film Catalog, NAVWEPS 10-1-777.

CHAPTER 2

ORGANIZATION AND ADMINISTRATION OF THE NAVY POSTAL SERVICE

The purpose of this chapter is to introduce you to the Navy Postal Service—its mission, functions, relation to the United States civil postal service, its internal organization, and the categories of personnel entitled to use its facilities.

MISSION AND FUNCTIONS

The mission of the Navy Postal Service, as stated in *Navy Postal Instructions*, is "to provide for transmission of mail and the operation of post offices where required by the Navy or Marine Corps in areas where the U.S. civil postal service does not operate, and in other places where the military situation requires; and to carry out Department of the Navy responsibility in connection with the provision of postal service at Navy or Marine Corps installations where the U.S. civil postal service has primary cognizance."

Nature Of Navy Postal Service

Let us examine this statement of mission to see exactly what it includes. First, it establishes a postal service that is an extension of the United States civil postal service. Second, this extension is for the purpose of providing postal service that is not feasible under the civil system because of location and/or military conditions. Thus we find Navy post offices aboard Navy ships and at Navy and Marine Corps overseas shore activities. Ships and stations within the U.S. without a post office usually have mail orderlies who carry the mail between the civilian post office and the Navy or Marine Corps command. In peacetime, the civil postal service operates post offices at Navy and Marine Corps shore activities in the United States, but in war these can be quickly converted to Navy post offices manned by naval personnel.

The Navy Postal Service is one arm of the military postal service, which includes similar organizations in the Army and Air Force. Collectively, and in cooperation with each other, the three are designed to provide complete postal services for the United States Armed Forces, wherever they may be deployed.

Types Of Mail Service

Both official and personal mail are handled by the Navy Postal Service. All of the classes of mail handled by a civil post office are handled by Navy post offices, and most of the usual postal functions are performed, including sale of stamps and money orders and the various special mailing services such as registry and insurance. Postal services not performed at Navy post offices will be discussed in appropriate sections of later chapters.

We have already mentioned, in chapter 1, that handling of official mail makes the Navy Postal Clerk a link in the chain of naval communications and that his responsibilities for personal mail place him in a key position in a major morale building operation.

RELATION TO THE CIVIL POSTAL SERVICE

The relation of the Navy Postal Service to the civil postal service originates in the mission stated above and in the similar missions of the other arms of the military postal service. Orderly transmission of mail and information between the military services, and between them and the civil postal service, requires that the military postal service operate according to the rules of the civil postal service insofar as the military situation will permit. The result is that military postal personnel are, to some extent, under the authority of two departments.

This situation poses a special necessity that lines of responsibility and authority be clearly defined and clearly understood by all concerned. Many of these matters have been set forth at the departmental level in the *U.S. Postal Agreement between the Department of Defense and the Postal Service*, commonly referred to as the Agreement. The current *Agreement* is reproduced in Appendix B to the *Postal Instructions*, and is also appendix I of this text. It is modified by mutual consent from time to time.

The next few paragraphs summarize some of the basic provisions of the *Agreement*, but these are given only as an introduction. You should study the entire document for yourself. Reference will be made to it from time to time throughout this course.

The U.S. Postal Service authorizes the establishment of military post offices on request of the appropriate military department and furnishes postal equipment and supplies. The military service provides the location and the furniture. (For civil post offices operated in a military installation, the U.S. Postal Service provides the furniture.)

Military postal clerks are selected and nominated by their own service, which is responsible for recovering from the postal clerk any losses that may result from his embezzlement or his negligence. Both the U.S. Postal Service and the military services provide personnel to conduct inspections and audits.

The military services are responsible for providing military addresses for the forwarding of mail. Responsibilities are also fixed by the *Agreement* in regard to many matters relating to the transmittal of mail between the civil and the military postal facilities.

The *Agreement* requires military postal personnel to "conduct postal operations in conformity with regulations and policies of the U.S. Postal Service and directives of the Department of Defense." The *U.S. Navy Postal Instructions* are issued by the Service Chief of Naval Operations (CNO) and the *Postal Service Manual* by the U.S. Postal Service. There are other publications and directives of both departments that the Navy Postal Clerk must use. Normally these should not conflict, but the Postal Clerk can never allow himself to forget that he is running a post office that is essentially a civilian operation, but that he himself is in military status and aboard a military activity. If he encounters conflicts in his instructions, he should bring this matter to the postal officer of his ship, or the commanding officer, and request written instructions. Provisions have been made, as we shall see in the following pages, to coordinate such matters.

U.S. Postal Service Organization

For civil postal purposes there are five regions located within the continental United States, each with a regional Postmaster General who is directly under the authority of the Postmaster General in Washington D.C.. The five regions and their headquarters are:

- New York Metropolitan Region, New York City
- Eastern Region, Philadelphia
- Western Region, San Francisco,
- Southern Region, Memphis
- Central Region, Chicago

Civil Post Offices are designated as mail post offices, stations, branches, and units.

Navy Post Offices

Navy post offices in ships and at overseas shore activities are designated as branches of the Post Office, New York, N.Y., except that those established at shore activities in territories and possessions of the United States may be designated as branches of a local civil post office. Post offices operated at naval activities ashore in the United States, whether Navy or civil post offices, are usually branches of local post offices.

Fleet Post Offices (FPO)

If each of our ships or mobile units had its own address, you can readily see what could happen should a ship or unit suddenly be deployed on an extended operation. Official and personal mail would be unnecessarily held up while awaiting forwarding instructions. To prevent delays of this kind in mail processing, the Chief of Naval Operations established Fleet Post Offices for the purpose of providing standard mailing addresses for forces afloat, mobile shore-based units, and overseas activities. During peacetime there are three fleet post offices in operation. One is in New York City for all forces afloat in the Atlantic Ocean area and overseas activities in the Atlantic and Mediterranean areas. The second is located in San Francisco, California, to serve the South Pacific Ocean area and Southeast Asia. The third is located at Seattle, Washington to serve the northern Pacific area and Alaska.

FPO's are located within the continental limits of the U.S. at civil Postal Concentration Centers (PCC) whose functions are to consolidate and dispatch mail for various FPO addresses. (Postal Concentration Centers will be covered later in this course.) When your ship deploys, the FPO furnishes the Postal Concentration Centers with the proper routing and dispatching instructions and also acts as a liaison in all other postal matters, as needed, so that all mail gets to the ship or activity as quickly as possible. To get a better picture of how the FPO and PCC get a letter from your home to you aboard ship in the Mediterranean see figure 2-1.

Terminal Navy Post Offices (TNPO)

A Terminal Navy Post Office is any Navy post office designated (upon request to CNO) as a center to concentrate, consolidate, and dispatch mail from various other units and activities. This particular office is a central location where several activities or ships bring their outgoing mail. The TNPO consolidates this mail by pouching and sacking the different classes from these various activities. Then instead of having many pouches and sacks for one destination, there are few. This not only makes it easier for the office of destination, but also saves money. Incoming mail is sorted, and then picked up by the clerks or mail orderlies of the activities served.

Navy Post Office Units

The Navy post office unit is a subordinate facility of a Navy post office established (except on board ships) to provide service to personnel in outlying detachments of an activity. Stamp stock for a unit is issued from the fixed credit of the parent Navy post office. Normally all services provided by the parent Navy post office are also provided by the unit. A competent assistant Navy Postal Clerk from the parent Navy post office may be placed in charge of the unit. Authorization for establishment of a unit is requested from the Chief of Naval Operations through the chain of command. Such requests must state whether money order service is desired, and if LA and Rotary keys are desired.

Chief Postal Inspector

Only one other aspect of U.S. Postal Service organization is of direct importance to you at this time. This is the office of the Chief Postal Inspector, who maintains liaison for the Postal Service with the Department of Defense.

The *Postal Agreement* provides that there should be designated, at the seat of government, an office to maintain continuing liaison in connection with military postal services and to represent the Post Office Services in dealing with the designated liaison offices in the Department of Defense and the military departments in matters of postal policy or operations, as applicable.

The Chief Postal Inspector, as military liaison officer, advises the civil Postal Service and its field postal officials on the applicability of provisions of the *Postal Agreement* and of policy decisions reached with the military at departmental level.

Postal Inspection Service

Under the *Postal Agreement*, civilian postal inspectors are assigned to:

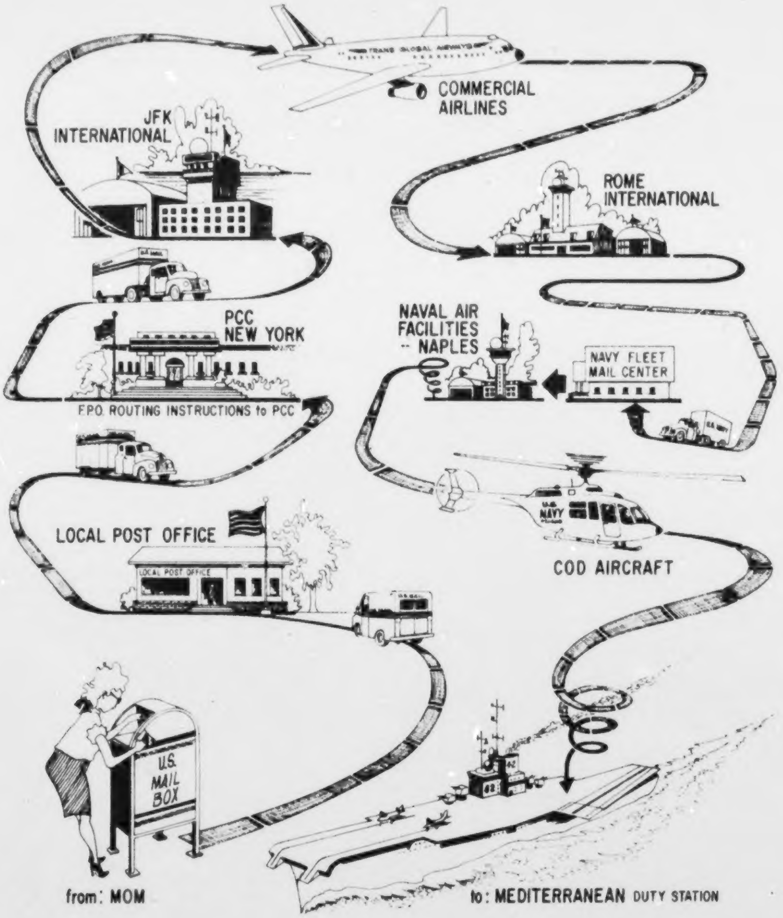
TRANS GLOBAL AIRWAYS
COMMERCIAL AIRLINES
JFK INTERNATIONAL
ROME INTERNATIONAL
PCC NEW YORK
NAVAL AIR FACILITIES -- NAPLES
NAVY FLEET MAIL CENTER
F.P.O. ROUTING INSTRUCTIONS to PCC
LOCAL POST OFFICE
LOCAL POST OFFICE
U.S. NAVY
COD AIRCRAFT
U.S. MAIL BOX
from: MOM
to: MEDITERRANEAN DUTY STATION

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Figure 2-1.—U.S. Mail from Home to the Fleet.

- Make periodic visits to military installations to determine postal conditions. During these visits they may conduct surveys, inspections, investigations, and audits of military postal operations, to assure the maintenance of efficient and adequate postal service.

- Maintain liaison with military commanders and postmasters in the interest of efficient postal service.

- Recommend corrective action to military and postal officials concerned, when their inspections indicate that postal service does not conform with required standards.

The *Agreement* commits the Department of Defense to assist and cooperate with postal inspectors and other representatives designated by the Postmaster General, in their performance of the above duties. (It also recognizes a Postal Service Commission or PS Form 1375 for Station Examiner, as authority for the performance of such duties.) A more complete discussion of inspections is contained in chapter 15.

NAVY CHAIN OF COMMAND

The Chief of Naval Operations is charged with direction of the Navy Postal Service. The service is administered by the Assistant Vice Chief of Naval Operations/Director of Naval Administration. The Head, Postal Affairs Branch, Office of Naval Administration, is the officer who actually supervises administration and operation of the service.

The Head, Postal Affairs Branch, is designated as liaison with the U.S. Postal Service representative for all matters concerning Navy mail, postal operations, and postal inspections and investigations requiring consideration at the departmental level.

The Navy Postal Service is administered through the fleet commanders-in-chief, naval area and force commanders, sea frontier commanders, and district commandants, who are directly responsible for that portion of the postal service which is under their cognizance. This includes the routing and transportation of Navy mail for units and activities within their area of responsibility.

Postal responsibilities of the above commanders and commandants include planning, organization, operation, inspection, security, supervision of post offices; routing and security of mail; and coordination and maintenance of liaison with local civil postal officials and each other. These responsibilities are delineated in the *Postal Instructions*.

Responsibilities Of Naval Commands

Closer to the level of your own activity, however, are the responsibilities and duties common to all naval commands. Each command, afloat or ashore, is responsible for the operation of the Navy Postal Service within its jurisdiction. While these command responsibilities do not fall upon your shoulders, it will be obvious to you that you do play an important part in this operation.

All Commands

Postal Instructions requires commanders and commanding officers to:

- Designate in writing an officer to act as the postal officer for the command, who shall be responsible to the commander or commanding officer for the detailed supervision of the postal functions of the command.
- Provide mail service within the command, either by the establishment of a Navy post office, by the use of mail orderly service, or by a combination of the two methods; and to provide adequate training of personnel assigned to postal duties.
- Institute and maintain operating and control procedures to ensure the proper and expeditious delivery, processing, and dispatch of mails, and to preserve the inviolability of the mails, both official and personal.
- Maintain proper safeguards and security controls to prevent depredations of the mail, and embezzlement of postal funds and effects.
- Provide necessary current operational information which will permit the mail to be forwarded to the proper destination, and expedite the handling of local mails by providing necessary qualified personnel, transportation, and secure stowage facilities.
- Ensure the maintenance of a complete and effective mail directory service for the command.
- Furnish all personnel with their correct mailing address while attached to the command, and furnish them with their correct change of address on transfer.
- Make provisions in plans and instructions for the handling of mail.
- Keep personnel informed of the character of mail service which can be expected in the area concerned. Information concerning mail service should include the availability and frequency of air and surface transportation; the average transit times for various classes of mail to and from the continental United States; the effect of movement on mail service; the importance of using a correct, complete address and return address, and the use of change of address cards.
- Establish procedures which will ensure that complaints, inquiries, and suggestions relative to mail service can be registered, and that such matters are given proper attention. Those complaints which cannot be satisfactorily corrected locally should be made the subject of official correspondence to higher authority.
- Ensure that correspondence and parcels prepared for mailing conform to postal regulations in regards to size, shape, and adequate

packaging. Maintain procedural controls to ensure that the most economical method of mailing to meet time requirements is used.

Commands Operating Navy Post Offices

Activities where Navy post offices are established are responsible for their efficient administration and operation. In addition to the above responsibilities, that are common to all commands, *Postal Instructions* assigns others, which are listed below. You may have duties in connection with only a few of these, or with many of them, depending on your assignment. If you are on independent duty, you will be expected to play an active part in most of them. *Postal Instructions* requires that particular attention be given to the following responsibilities:

- Designate in writing an officer as custodian of reserve postage stamp funds (stock and cash) and of blank money order forms. In ships and commands having a disbursing officer, he is normally the custodian. As such he conducts a daily audit of money order business, verifies cash submitted and the daily report of money order business, and prepares a U.S. Treasury check in exchange for cash received, in accordance with instructions provided by the *Navy Comptroller Manual*, volume 4, chapter 1, and OPNAVINST 2700.14 (current).

The postal officer of the command may be designated custodian when this designation will facilitate the operation of the postal functions of the command. The custodial officer is referred to as Custodian of Postal Effects, depending upon whether he has been designated custodian of all accountable postal effects, reserve stamp funds, or blank money order forms, respectively.

- Institute and maintain control procedures to ensure that money order and stamp funds and accountable postal equipment are administered and accounted for in accordance with Navy and U.S. Postal Service regulations, and to prevent the following unauthorized practices:

Intermingling of stamp and money order funds.
Intermingling of accountable funds between individuals.
Intermingling of postal funds with personal or any other funds.
Misappropriation of stamp and money order funds.
Operation of stamp windows by persons other than those charges with fixed credits.

- Ensure that inspections of Navy Post Offices are conducted as required by existing directives and when otherwise needed, and that reports required are submitted promptly.

Responsibilities of Navy Postal Personnel

The responsibilities of Navy postal personnel are many and varied. You will find them listed in the *U.S. Navy Postal Instructions*, which refer you to the applicable sections of the *Postal Service Manual*. Other responsibilities may be assigned by your commanding officer in the ship or station orders and regulations, and in the Mail Handling Instruction of your command. The table of contents of this training course, and those of the *Postal Instructions* and the *Postal Service Manual* will give you an idea of the areas covered.

Some of the general responsibilities are listed below, but just how you should carry them out is explained in the remaining chapters and in the other publications mentioned.

- Each Navy post office has a Navy Postal Clerk, who is an enlisted man designated for duty in such capacity at a specific Navy post office. He is charged with the financial responsibility of that office.
- Navy postal personnel accept and process any inquiries and claims concerning loss, rifling delay, or damage of mail matter in accordance with parts 164 and 312, Postal Service Manual.
- Navy postal personnel are in all respects amenable to military discipline.

Mail Orderly Service

The purpose of mail orderly service is to provide mail collection, delivery, and directory service in commands which do not operate a

Navy post office, and to assist commands which do operate a Navy post office in the delivery of mail.

Mail Orderlies

A Mail Orderly is a person appointed by proper authority to receive and deliver incoming and outgoing mail at a civil or military post office for the unit for which he is designated. At a command not operating a Navy post office his responsibilities would include, but not be limited to:

- Maintaining a current directory file
- Safeguarding mail until delivery can be effected
- Maintaining a RECORD of postal claims and inquiries, as discussed in a later chapter.

ENTITLEMENT TO USE OF FACILITIES

The fact that a person has access to a Navy post office or any other facility of the Navy Postal Service does not, in itself, mean that he is entitled to the use of these facilities. *U.S. Postal Instructions*, in accordance with Department of Defense directive, establishes a single policy defining the organizations, agencies, and personnel entitled to use the facilities of the Navy Postal Service. Also established are procedures to coordinate the uniform implementation of this policy and related postal matters.

Of course, personnel on active duty in the Armed Forces of the United States are authorized to use the Navy Postal Service. Various other persons and agencies also are authorized, some regularly and some only in specific circumstances. You must understand what persons and organizations the regular authorizations apply to, the conditions that justify special authorizations, and the persons and organizations that may receive them.

Scope and Background

Mail intended for transmission and delivery exclusively through U.S. civil or military postal channels, or a combination thereof, is subject only to the U.S. domestic rate of postage. Mail addressed for delivery through a foreign postal system is subject to the applicable rate of international postage. See chapter 10 for more details on this subject.

The establishment, operation, and use of the U.S. military postal service in sovereign foreign countries is contingent upon agreement with the host government, since it is customary among nations to preserve a monopoly of postal service, including postage revenue and control of customs. International agreements permitting establishment of military postal facilities usually contemplate limiting the use of such facilities to the Armed Forces and certain civilian agencies and organizations serving with or related to the Armed Forces. In time of hostilities or occupation, however, use of the military postal facilities may be extended more liberally to U.S. civilian organizations, since reliable international postal service usually is not available then.

The cost of operating military postal facilities overseas is borne by the military departments. That cost usually includes the transportation of military mail between the United States and oversea areas, exclusive of territories and possessions, by air and surface transport, commercial as well as military.

Entitlement to Full Use

Under the policy established by the Department of Defense, members and units of the U.S. Armed Forces on active duty, including the U.S. Coast Guard, are entitled to use the military postal facilities regardless of their duty station. The following personnel and organizations are entitled to use the military postal facilities only when they are outside of the United States, its territories, and possessions:

- U.S. citizen employees of the Department of Defense, who are serving with U.S. Military Activities in a foreign country.
- U.S. citizen representatives of the American Red Cross who are attached to and accompanying U.S. Armed Forces.
- U.S. contractors and their U.S. citizen employees engaged in work under contract with

the U.S. Government. (When postal support is not provided for in the contract, it will be furnished in accordance with the policy and principles herein).

- The American dependent schools and their U.S. citizen employees, when such schools are operated from appropriated U.S. Government funds.
- Civilian religious representatives or religious groups visiting overseas commands in the interest of and to assist the U.S. forces, provided such persons have obtained an official invitation to travel as specified in DOD Instruction 1330.7 series.
- Celebrities and entertainers; athletic clinic instructors, representatives of educational institutions or other social agencies, whose purpose is to provide a service to the United States (such individuals shall have been officially invited to travel to overseas areas under provisions of DOD Directive 1330.13 series).
- United Service Organizations, Inc. (USO), and their U.S. citizen employees when established in overseas areas, under provisions of DOD Directive 1330.12 series.
- Foreign military nationals on duty or training with a U.S. military organization or unit, for purchase of stamps, and receipt and dispatch of mail to and from their home country only. In correspondence with persons in their home country, mail will be addressed in the same manner as it would be if they were in their home country. The use of a U.S. military postal address in their home country is not authorized.
- U.S. military banking facilities designated by the Secretary of the Treasury as a depository and financial agent of the U.S. Government in overseas areas. Their use is limited to transactions emanating from official operations for the benefit of the military activities and their personnel. U.S. citizen employees of such banking facilities are authorized use of the military Postal Service.
- Nonappropriated Fund activities and their U.S. citizen employees, when such activities have been defined as instrumentalities of the U.S. Government.
- Dependents of the personnel in all of the above categories when accompanying the principal.
- U.S. Citizen correspondents and public information agencies accredited by the assistant Secretary of Defense (Public Affairs) under DOD Directive 5122.5 series, and subject to approval of the overseas unified commander, or by the overseas unified commander when an office of the Assistant Secretary of Defense (Public Affairs) accreditation program is not in operation.
- Masters and civilian crews of Military Sealift Command ships, and merchant ships operating for the account of the Military Sealift Command, including contract operated, time chartered, consecutive voyage chartered and General Agency agreement vessels, under conditions prescribed by the military departments.

Entitlement to Limited Use

Consistent with Department of Defense policy, other authorizations may be made as required by local conditions. The following are entitled to use the facilities of the Navy Postal Service to the extent that the postal facilities of the command permit; or, in the case of an occupied area, where the area military commander in chief deems the local civil postal service to be inadequate or insecure:

- Members of the armed forces of allies or contingents thereof assigned or attached to the U.S. Armed Forces corresponding to and from their home country only.
- U.S. Government departments and independent agencies, U.S. citizen employees thereof, and their dependents, when accompanying the principal.
- Retired personnel of the U.S. Armed Forces and their dependents, when accompanying the principal.
- U.S. nonprofit, service, social, civic, and fraternal type organizations, providing all individual members are authorized privileges in their own right.
- U.S. Federal employee organizations at overseas bases for the conduct of labor union business.

Entitlement of Foreign Military Units

When foreign military units are serving with U.S. Armed Forces, including foreign naval vessels operating in the waters of the United States, or U.S. territories or possessions, closed mails may be transmitted through U.S. military channels. This must be requested by the foreign country concerned, in places where adequate international postal facilities are not available. (Closed mail is mail in bags which do not require opening by the country through which transiting.)

Special Authorizations

Peacetime Authorizations

When, in time of peace, it appears that persons or organizations not included in the three general categories above should be authorized to use the Navy Postal Service, requests for this authority may be submitted to the Chief of Naval Operations. Such requests originate from the commanding officer, and should include the comments and recommendations of the cognizant theater or overseas area commander, together with a statement concerning eligibility under any existing agreement between the United States and the host country. When such requests are received by CNO, they are coordinated with the other military departments to ensure uniform application of policy. Specific approval or disapproval of each request is made on the basis of mutual agreement between the military departments.

Emergency Authorizations

In the event of national emergency, hostilities or occupation, U.S. citizen personnel, not otherwise authorized use of the military postal service under any other provisions of the U.S. Navy Postal Instructions, may be authorized use of the facilities for letter class mail including postal cards and post cards, and voice recordings.

Such individuals must be in oversea areas where international postal service is not available or adequate. If adequate international postal service becomes available subsequent to the authorization, use of the Military Postal Service will be withdrawn.

Preventing Misuse of Postal Facilities

To prevent misuse of Navy postal facilities, Navy and Marine Corps commands that have cognizance of military postal matters or operate Navy or Marine Corps post offices are required to take action to ensure that–

- The provisions of the U.S. Postal Service Manual and local restrictions are enforced to prevent military post offices from accepting prohibited items of mail.
- Existing postal agreements with foreign sovereign governments are enforced.
- Persons and organizations entitled to use the military postal facilities do not use them to act as intermediaries for persons or organizations not authorized to use the service.
- Persons and organizations using the military postal facilities comply with local customs requirements.
- Postal privileges are withdrawn from retired military personnel and civilians when there is evidence of abuse of the privilege.
- The military Postal Service is not used by individuals or agencies for commercial or business purposes or to transmit items intended for resale in the course of conducting a Business or enterprise.
- Organizations, agencies, and individuals no longer eligible to use the Military Postal Service discontinue such use not later than 90 days subsequent to the date they are notified of ineligibility.

CHAPTER 3

PUBLICATIONS—YOUR SILENT ASSISTANTS

In this chapter we call the official publications your silent assistants because you will call upon them often for assistance and guidance. By becoming familiar with them, you can obtain much valuable information, not by the spoken word, but by the written word. You will find almost all information and instructions promulgated through these publications. There may not be anyone else to turn to for such advice, especially if you are on independent postal duty.

Tools are of no value to a mechanic if they are broken or in poor condition. Test equipment is of no help to electronics personnel if it does not work accurately. Necessary work usually cannot be accomplished properly if the required tools are missing. In this same sense, a publication will be of no assistance to the user if it is missing, if pages are missing, or if it is not up to date. Much of the efficiency of a post office depends upon the condition of its official publications and directives, their accessibility, and how well the people in the post office know how to use them. Just as the mechanics and the electronics personnel take personal pride in the care, maintenance, and completeness of their tools, the holder of a publication should take similar pride in the maintenance and completeness of his library. Handling, correcting, and using official publications and directives are routine duties of a Postal Clerk. Because these duties are routine, you may tend to underestimate their importance, but this would be a serious mistake.

Information and instructions concerning the Navy Postal Service originate from three general sources–the Department of Defense, the Department of the Navy, and the U.S. Postal Service. This chapter will cover the official publications commonly used, giving the issuing authority, general purpose, content, and format of each. See figure 3-1. We will also take up the *Navy Directives System* and the type and format of directives.

DEPARTMENT OF DEFENSE PUBLICATION

The principal publication issued by the Department of Defense that concerns the Navy Postal Service is the *Postal Agreement Between the U.S. Postal Service and the Department of Defense.* This document sets forth the responsibilities of Department of Defense and the civil Postal Services in providing coordinated and efficient postal service for the Armed Forces. The current Agreement appears as Appendix B to the United States Navy Postal Instructions (OPNAVINST 2700.14 current series), and as appendix I of this Rate Training Manuals. It is also reprinted and issued through the U.S. Postal Service as PS Publications No. 38.

If you are now studying for advancement to PC3, you should be aware of the *Postal Agreement,* of its purpose, and where to locate a copy for reference. If you are concerned with advancement to PC2, or are reviewing for PC1 or Chief, then, according to the current qualifications, you must know the "responsibilities of the Post Office and the Department of Defense as stated in the *Postal Agreement.*"

NAVY DEPARTMENT PUBLICATIONS

The Constitution of the United States, the treaties this Nation enters into, and laws passed by the Congress comprise the fundamental doctrines governing the Navy. These give only the broad outlines, however. For express directions setting forth procedures under the law, the Navy has various publications and official directives.

The principal general regulations, orders, and instructions issued for the guidance of all persons in the Department of the Navy are found in the following sources:

United States Navy Regulations.
Navy Department General Orders.
Manuals issued by the chiefs of bureaus, systems commands, and offices, the Judge Advocate General, and the Commandant of the Marine Corps, and approved by the Secretary of the Navy.

Navy Regulations

Foremost in general importance among official publications is *United States Navy Regulations*, which outlines the organizational structure of the entire Department of the Navy and promulgates the principles and policies by which the Navy is governed. It is, of course, distributed to all ships, stations, and activities. In its 21 chapters are set forth, among other things, the responsibility, purpose, authority and relationship of each bureau, systems command, and office of the Navy Department and of the most important officer billets. Published in looseleaf form, this publication is kept in an adjustable binder so that changes may be inserted as necessary.

The responsibility of commanding officers in postal matters is contained in article 0722. If a Navy post office is established within the command, article 0739 requires a current audit of postal accounts and effects to be delivered to a relieving commanding officer. Reference should be made to chapter 15 for information on classified matter, and to chapter 16 on official correspondence.

The Uniform Code of Military Justice, articles 1 through 140, is inserted in the binder in front of chapter 1.

Navy Department General Orders customarily are inserted in the back of the *Navy Regulations* binder.

It may be said that *Navy Regulations* is the "law" for everyone in the Navy. It tells, in general terms, WHAT to do. On the other hand, the manuals and instructions of the bureaus, commands, and offices of the Navy tell HOW to do it. As stated above, for example, article 0739 of *Navy Regs* requires a current audit of postal accounts and effects to be delivered to a

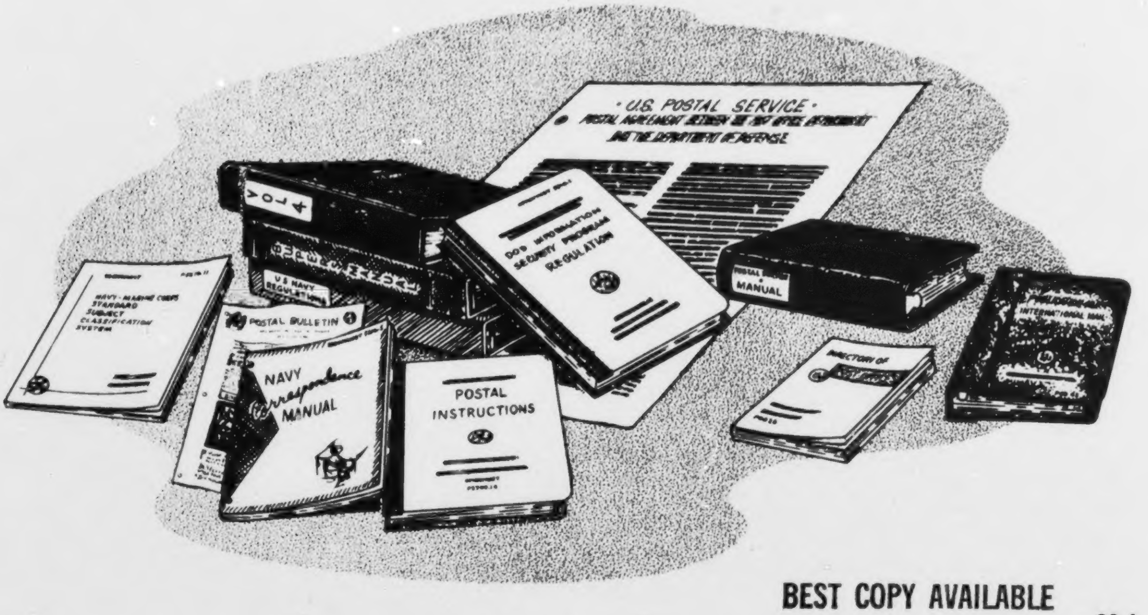

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Figure 3-1.–Publications–your silent assistants.

relieving commanding officer. Procedures on HOW to conduct and report this audit are contained in the *United States Navy Postal Instructions.*

Navy Postal Instructions

The *United States Navy Postal Instructions,* OPNAV INSTRUCTION 2700.14 (current), is the primary postal "how-to-do-it" instruction promulgated by the Department of the Navy. It is issued by the Chief of Naval Operations for guidance in the administration and operation of the Navy Postal Service, and binding upon all military personnel of the Department of the Navy. Addressed to all ships and stations, and arranged in looseleaf form, it is divided into 13 chapters, with some chapters subdivided into sections.

Also contained in this instruction are a table of contents, a record of changes, and THREE appendixes. Appendix A is a Glossary of Postal Terms; Appendix B the oft- referred-to *Postal Agreement*; Appendix C is a list of branch and Zip-Code numbers of Navy and Marine Corps post offices, including the location of each. Become very familiar with this instruction. It will be an invaluable help regardless of the type of Post Office (mail room, directory service) you are assigned to.

Changes

The *Navy Postal Instructions,* as an Instruction (OPNAVINST 2700.14A) in the *Navy Directives System,* is kept current by means of changes issued under a Change Transmittal. Such Change Transmittal would be identified as OPNAV INSTRUCTION 2700.14B CHANGE TRANSMITTAL. Changes to this instruction that are not extensive are issued as page replacements or ink changes, or a combination of both. Should an extensive change become necessary, it will probably be issued as OPNAVINST 2700.14C and will cancel and supersede the current issue. Additional information on the *Navy Directives System* and Change Transmittals appears later in this chapter.

Among Navy publications your closest "assistant" will be the *Postal Instructions.*

Navy Regs, and the following publications, all looseleaf, are not likely to be held in your post office. If they are not, then you will not be responsible for entering their changes. The actual holder has this responsibility. You can arrange with the ship's office, or other office holding the publications, to borrow them or to refer to them as necessary. Additional pertinent information on each publication appears as appropriate in this course.

Navy Postal Information Bulletin

The Navy Postal Information Bulletin is issued periodically by the Postal Affairs Branch (OP-09B11) of the Office of the Chief of Naval Operations to disseminate items of interest pertaining to the Navy Postal Service, to commanding officers, postal officers, and Navy postal personnel.

BuPers Manual

The Bureau of Naval Personnel Manual, NAVPERS 15791-B, contains instructions on the qualifications, nomination, revocation, service record entries, and related information concerning Navy Postal Clerks and assistant Navy Postal Clerks. Of course, it contains much more information and instructions pertaining to other rates and Navy Personnel matters in its many articles, but these on postal matters are of most concern to you.

Requisitioning Guide

Department of Defense and Department of the Navy forms and publications you will use are designated as Cognizance Symbol I material.

The Requisitioning Guide of the Navy Stock List of Forms and Publications, NavSup Publication 2002, provides information required to requisition Cognizance Symbol I material stocked in the Forms and Publications Segment of the Navy Supply System. Included also are guidelines, identification media, and requisition instructions for printed material which is not Cognizance I. This guide is kept current by means of periodic supplements. Additional information, including the requisitioning of forms and publications, and the identification of Cognizance I materials, is contained in chapter 16 of this Rate Training Manual.

Standard Navy Distribution List

The Standard Navy Distribution List (SNDL) is published by OPNAV to provide for the proper addressing and distribution of mail to all activities of the Department of the Navy. The SNDL is published in two parts, each issued separately.

Part 1

The Standard Navy Distribution List, part 1 (OPNAV PO9B23-107) provides the proper addresses for operating forces of the Navy, Unified and Specified Commands, and U.S. Elements of International Commands. It also contains a list of Navy numbers and APO numbers for use in mail addresses in lieu of geographical locations overseas. Ships operating Navy post offices are denoted by an asterisk (*) in the alphabetical listing. This is a determining factor for you as to whether or not a rotary lock can be used when sending a registered mail pouch to a particular ship.

Part 1 is a Confidential nonregistered publication. It is handled, stowed, and safeguarded in accordance with instructions outlined in the current edition of the U.S. Navy Security Manual for Classified Information, (OPNAVINST 5510.0 Series).

Part 2

The Catalog of Naval Shore Activities, OPNAV PO9B3-105, Part 2, incorporated as Section 1, is the official list, including echelon of command or supervision, of all shore activities of the Department of the Navy. It is promulgated as directed by the Secretary of the Navy and distributed as needed by the Chief of Navy Operations. The term, shore activity, is defined as an activity on shore established by the Secretary of the Navy with a prescribed mission. The catalog is designated FOR OFFICIAL USE ONLY, and its distribution is limited to the Department of Defense and certain designated Agencies of the Government. It is used as a means for properly addressing and distributing mail to the activities listed therein.

ISSUE AND CHANGES.–Both parts of the SNDL are reproduced and distributed periodically by the Chief of Naval Operations and are kept up-to-date by distribution of printed changes as necessary.

Navy Correspondence Manual

The naval letter and other official correspondence is very precise, and should be followed to the last detail of spacing and punctuation. To solve problems that arise in preparing and forwarding correspondence, you should consult the Navy Correspondence Manual, SECNAVINST 5216.5. It contains instructions for preparing all types of naval letters, endorsements, memorandums, and messages. Instructions cover correspondence such as the address, subject, references, enclosures, paragraphing and signature, together with directions for assembling correspondence for signature and mailing. It specifies standards to be followed when typing Instructions and Notices, and includes a chapter on writing letters in business form.

Changes to the Correspondence Manual are distributed as change transmittals which are explained later in this chapter.

Security Manual

The Navy Security Manual for Classified Information, (OPNAVINST 5510.1) issued to all ships and stations by the Chief of Naval Operations, is the basic navy directive relating to safeguarding classified information. Its provisions apply to all military and civilian personnel assigned to Naval Commands and activities under the Department of the Navy. The Security Manual contains detailed instructions for handling classified matter, as to mailing, marking, access to and disclosure of classified information. It contains procedures to follow when classified information is compromised or suspected compromised.

Change transmittals are used to distribute changes to this manual.

Records Disposal Instructions

For the disposal of records and forms at your Navy Post Office, you will be primarily concerned with U.S. Postal Service forms (PS Forms). The Navy Postal Instruction (OPNAVINST 2700.14) contains detailed instructions for disposal of PS records and forms. Detailed instructions for the disposal of Navy records and forms is found in the current edition of SECNAVINST 5215.5 (Disposal of Navy and Marine Corps Records).

Navy Comptroller's Manual

The Navy Comptroller's Manual, volume 4, chapter 1, contains the responsibilities and duties of a disbursing officer, or any other officer, assigned as the custodian of stamp stock and funds; custodian of blank money order forms, postal funds and accounts, and the procedure for audit of money order business.

Navy Directives Issuance System

Certain Navy Publications are issued through the Navy Directives Issuance System, which provides a uniform method of issuing directives by all activities in the Navy. The types of directives used in this system are Instructions and Notices. This system is explained more fully in chapter 16, but Instructions and Notices are defined briefly here to assist you in identifying other publications issued as Instructions.

- Instructions are directives which contain information of a continuing nature or require continuing action, or action which must be taken but cannot be completed in less than 6 months.
- Notices are directives of a onetime nature or those which contain information or action applicable for a brief time only.

Details outling the Navy Directives Issuance System appear in SECNAVINST 5215.1.

Directives are numbered according to subject, in accordance with the Navy's Standard Subject Identification Codes Instruction SECNAVINST 5210.11. As an example, the 2700 series of this Instruction pertains to all postal subjects.

Changes to Navy Directives

When changes to Navy Directives are not extensive, they are issued as page replacements or ink changes, or a combination of both. Pen and ink changes are used only for minor changes and should not be used for the insertion of more than a few words. Directions for making the changes are shown on the change transmittal letter.

UNITED STATES POSTAL SERVICE PUBLICATIONS

The U.S. Postal Service produces various manuals, publications, and instructions. These are listed in the supply catalog, publication 24, which indicates how, where, and if they may be obtained. Four of these publications are automatically distributed to every Navy Post Office placed in commission. They are: Postal Service Manual, Weekly Postal Bulletins, International Mail, (Publication 42, and Directory of Post Offices (Publication 26).

For any additional information on other Postal Service publications or instructions, check Part 262 of the Postal Service Manual.

Postal Service Manual

The Postal Service Manual is issued in looseleaf form and is divided into 6 chapters, as follows:

Chapter 1–Post Office Services (Domestic)
Chapter 2–Organizational and Administration
Chapter 3–Postal Procedures
Chapter 4–Personnel
Chapter 5–Transportation
Chapter 6–Facilities

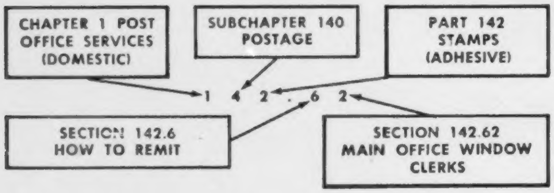
Chapter 1 will be of primary concern to you as it contains regulations and procedures which relate to the use of the mail. It describes the postal services available, and prescribes the rates, fees, and conditions under which these services can be obtained. It also includes many of the internal procedures and controls connected with acceptance of the mail and with certain special mail services.

Chapter 2 through 6 deal primarily with matters of internal operation and administration of the U.S. Postal Service. Parts of these chapters contain matters which concern the personnel using the Navy Postal Service and it will be your responsibility to be familiar with these matters, to provide a efficient and complete postal service.

You probably won't have to refer to your Postal Service Manual every day, but you should have it accessible. Where specific references of the Manual are not cited, the index will be of great help. Also in referring to the Manual for information you should be familiar with the numbering system, which is designed to locate subject matter in related groupings.

Numbering System

The Postal Service Manual employs the decimal numbering system, which is illustrated in figure 3-2. The first digit refers to the chapter. As an example, assume that a reference is made to section 142.62. The first digit "1" refers to chapter 1, Post Office Services (Domestic). The second digit identifies a major topical subdivision of a chapter, designated a subchapter. In this example the "4" refers to Subchapter 140, Postage. The third digit refers to a more specific subject, designated a part. In the example, Part 142 is entitled Stamps (Adhesive). Beyond the first three digits is a decimal point. Further subdivisions identify more specific sections. The use of further numerical and topical subdivisions will depend on the extensiveness or amount of detail in the subject matter, in each case. The need for headings will vary on the same basis. In Figure 3-2, 142.62 refers to the section entitled "Main Office Window Clerks".


CHAPTER 1 POST OFFICE SERVICES (DOMESTIC)
SUBCHAPTER 140 POSTAGE
PART 142 STAMPS (ADHESIVE)
1 4 2 . 6 2
SECTION 142.6 HOW TO REMIT
SECTION 142.62 MAIN OFFICE WINDOW CLERKS

60.2(60B)

Figure 3-2.—Postal Service Manual numbering System.

Index and Tables of Contents

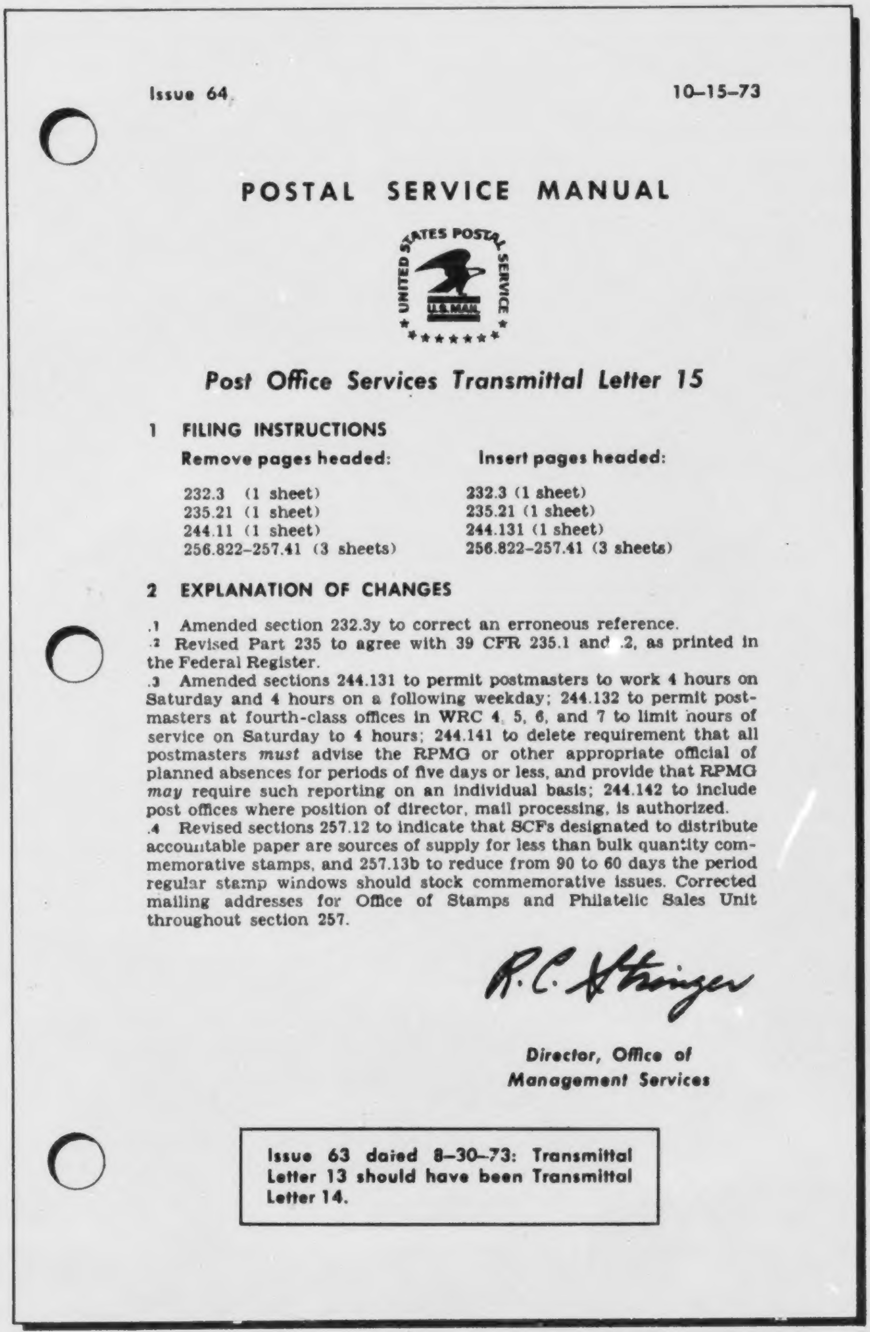
In the very front of the Manual, there is a complete alphabetical index of items, by topic or name, for quick reference to the chapter in which the subject matter can be found.

A composite table of contents listing all chapters, subchapters, and parts is located right after the Index. Also in front of each chapter is a more detailed table of contents.

Transmittal Letters

All new material and replacement pages are sent under cover of a transmittal letter. This letter explains briefly the change or material attached, lists material canceled or superseded, gives filing instructions, and provides temporary, transitional, or supplementary instructions or information not appropriate for codification in the manual itself. For purposes of selective distribution, there is a transmittal letter series for each chapter of the manual, each beginning with number 1. For Example, Post Office Services (Domestic) Transmittal Letter 1 (Ch. 1), Personnel Transmittal Letter 1 (Ch. 4). Figure 3-3 illustrates a sample transmittal letter, with additional explanations.

Each transmittal letter has an issue number in the upper left corner which indicates the number of changes to date that have been made to the whole manual. The issue number is not to be confused with the transmittal letter series number (See letters in fig 3-3.) As soon as the filing instructions in each transmittal letter have been complied with, the transmittal letter is filed separately, and the proper notation should be



Issue 64 10–15–73

POSTAL SERVICE MANUAL

Post Office Services Transmittal Letter 15

1 FILING INSTRUCTIONS

Remove pages headed:	Insert pages headed:
232.3 (1 sheet)	232.3 (1 sheet)
235.21 (1 sheet)	235.21 (1 sheet)
244.11 (1 sheet)	244.131 (1 sheet)
256.822–257.41 (3 sheets)	256.822–257.41 (3 sheets)

2 EXPLANATION OF CHANGES

.1 Amended section 232.3y to correct an erroneous reference.

.2 Revised Part 235 to agree with 39 CFR 235.1 and .2, as printed in the Federal Register.

.3 Amended sections 244.131 to permit postmasters to work 4 hours on Saturday and 4 hours on a following weekday; 244.132 to permit postmasters at fourth-class offices in WRC 4, 5, 6, and 7 to limit hours of service on Saturday to 4 hours; 244.141 to delete requirement that all postmasters *must* advise the RPMG or other appropriate official of planned absences for periods of five days or less, and provide that RPMG *may* require such reporting on an individual basis; 244.142 to include post offices where position of director, mail processing, is authorized.

.4 Revised sections 257.12 to indicate that SCFs designated to distribute accountable paper are sources of supply for less than bulk quantity commemorative stamps, and 257.13b to reduce from 90 to 60 days the period regular stamp windows should stock commemorative issues. Corrected mailing addresses for Office of Stamps and Philatelic Sales Unit throughout section 257.

R.C. Stringer

Director, Office of
Management Services

Issue 63 dated 8–30–73: Transmittal Letter 13 should have been Transmittal Letter 14.

60.3(60B)

Figure 3-3.—Sample transmittal letter.

made on the checklist in the front of the manual. This checklist acts as a record of maintenance to the manual and will assist a Postal Inspector to see if the manual is being kept up to date. Only those who have the complete Manual will have all the published issue numbers. If you are missing any Postal Service Manual issues, refer to the Manual preface for instructions on requesting replacement issues.

Postal Bulletin

The Postal Bulletin is issued Thursday of each week and contains current orders, instructions and information relating to the Postal Service including philatelic, airmail, money order, and parcel post etc. It also provides advance changes effecting the Postal Service Manual and Publication 42 International Mail. The Postal Bulletin should be retained on file by post offices for 6 months, or as otherwise directed.

Directory of Post Offices

The Directory of Post Offices, Publication 26, is revised and reissued as of 1 July each year. It is the official list of post offices, named stations, and named branches, and many other items of information relating to the civil Postal Service. It consists of several lists arranged so that the information provided is readily available.

Changes are published in the weekly Postal Bulletin and a summary of the changes is published in a Postal Bulletin after the close of each calendar quarter. Even though the Directory of Post Offices contains certain ZIP Codes in the State Lists of Post Offices, it is best to consult the National ZIP Code Directory, Publications 65, to determine the correct ZIP code of an address.

National ZIP Code Directory

The National ZIP Code Directory, Publication 65, is revised and reissued in July of every year. It contains an alphabetical list of Post Offices by state, along with each post office ZIP code, and also has a listing of ZIP codes in numerical sequence. The ZIP Code is a five-digit numerical coding system designed to increase efficient sorting and delivery of all classes of mail. Mail carrying a ZIP code will bypass certain intermediate handlings and can be routed directly and speedily to its ultimate destination area. Each post office and postal delivery station or branch has an individual ZIP code number.

Large volume mailers can program mechanical and automatic data processing (ADP) addressing equipment with the five-digit code to presort their mail. ZIP codes also permit easier Manual distribution of mail at all post offices, and is the key to automatic mail sorting, when used with the high-speed optical scanning equipment now being phased into postal operations. For further information about how to use ZIP codes, check the instructions in the beginning of the directory.

International Mail, Publication 42

International Mail, Publication 42 contains 7 chapters on the handling of international mail between the United States and all foreign countries, in reference to postage rates, services available, prohibitions, import restrictions, and other conditions governing mail to a particular foreign country. Colonies, possessions, and areas in political categories not included in the listings of country pages, are listed separately at the end of the publication.

The appendix contains an alphabetical list of foreign countries on separate pages and provides information for mailing under two main captions, "Postal Union Mail" and "Parcel Post". The postage rates and other conditions for postal union mails for any particular nation do not apply to parcel post, or vice-versa, unless specifically stated.

Changes to this publication are made by the issuance of looseleaf pages, forwarded under a transmittal letter.

Universal Postal Unions

Universal Postal Union covers the rules for the exchange of all international mail except parcel post. The United States and practically all countries of the world are members.

The purpose of the Union is to ensure the organization and improvement of the postal services and to promote the development of international cooperation.

The Universal Postal Union stipulates generally how each country will accept and handle other countries' mail in their postal systems. Such services should include surface category mail, charges for handling but no parcel post provision.

Article 51, chapter 4 of the Constitution of the Universal Postal Union permits commanding officers of naval divisions to exchange closed mail with post offices of member nations of Universal Postal Union for transmission to the home country of the naval command.

Parcel Post (International)

Parcel post is a separate and distinct category from postal union mail. The exchange of parcel post with other countries is governed by the provisions of individual bilateral agreements with various countries and the Parcel Post Agreement of the Postal Union of the Americas and Spain. Unless otherwise noted under the country items in the appendix of International Mail, the weight and size limits and other general parcel post provisions (but not postage rates) apply also from those countries to the United States. For further information, see chapter 3, International Mail, Publication 42.

CHANGES AND CORRECTIONS

Most of the publications listed here have one thing in common—they are kept current by changes and corrections issued by their originators. These changes and corrections are necessary to add new information, to delete obsolete or incorrect information, and to correct or modify erroneous information. Some changes are issued periodically (weekly, monthly, bimonthly, etc.), others as the need arises. The types of changes that you will encounter are listed below.

Types of Changes

There are three different types, or forms, of changes and corrections:

1. Pen and ink—used when relatively small items of information are to be added to the existing material, and when such items are to be corrected or deleted.
2. Page replacements—used when extensive change or correction is necessary, replacing several sheets or entire chapters.
3. Revision—used when a publication requires lengthy or complicated changes.

Entering Changes and Corrections

When changes and corrections are forwarded to you, they generally are accompanied by an instruction sheet. This sheet may be called a cover sheet, transmittal sheet, or other similar term. Its purpose is to instruct you on the manner of entering the change, to indicate the effective date of the change, and it will sometimes give you a brief summary on the material contained in the change and the sections that it affects.

The changes and corrections should be entered AS SOON AS POSSIBLE. Read the instruction sheet thoroughly, making sure that you understand it completely. Then enter the change or correction as directed.

Page Number Checklist

Some changes are accompanied by a checklist, which shows the correct change number for each page. This list includes all of the page numbers the book should have AFTER the change is made. After you make the change, check the page numbers AND the change numbers of the pages actually in the book against this list. Do not dispose of the pages you have removed from the publication until you have verified the checklist. If you find pages missing, or pages with a lower change number than that shown on the checklist, recheck the pages you have removed. If you still do not find the proper pages, order them as instructed in the checklist or as specified in the respective publication.

Enter Changes Promptly and Correctly

Experience and study will help you get a better working knowledge of your duties. You can bring this knowledge up to date periodically by keeping up with the various changes and corrections as they are issued. Don't let them pile up. The longer they accumulate, the longer it will take you to enter them. Having a publication that is not up to date or one that has been changed incorrectly should be avoided, because either the correct information will not be available, or the publication will have obsolete or incorrect information and give you the wrong answer.

Only through use and experience can you achieve complete familiarity with all the publications you normally handle. This chapter provides a substantial beginning in this direction. The rest is up to you.

CHAPTER 4

THE NAVY POST OFFICE AND ITS PERSONNEL

In this chapter you will study the procedures for establishment, suspension, and disestablishment of a Navy Post Office. Nomination and designation procedures for postal personnel will also be discussed, together with their duties and responsibilities in connection with the custody and security of postal effects. The Post Office aboard ship will be stressed in this chapter, as this is where most of the establishing, suspending, and disestablishing takes place.

ESTABLISHMENT OF NAVY POST OFFICES

The U.S. Postal Service establishes a Navy post office at the request of the Chief of Naval Operations. It is activated, manned, and operated under the direction of the particular commanding officer concerned through a designated Navy Postal Clerk. Supervision is accomplished through a postal officer. Each Navy post office is a branch of a specific U.S. civil post office. All shipboard post offices and most overseas Navy post offices are branches of the U.S. Post Office New York, New York. Navy post offices in territories and possessions of the United States that are not branches of the U.S. Post Office, New York, are branches of the local U.S. civil post office.

As we learned in chapter 2, any Navy post office may be required to perform terminal post office functions.

Requirements for establishment of a Navy post office vary with the location of the proposed office. The requirements for an office aboard ship, for instance, differ from those of an office at an overseas activity or at a base in the continental United States.

Requirements Aboard Ship

Any ship having 150 or more men assigned should provide postal services by the establishment of a Navy post office. If your ship has fewer than 150 men assigned, your commanding officer may still request establishment, if conditions warrant.

When a ship operating a Navy post office has a disbursing officer regularly attached, the post office is required to conduct money order service. Sometimes the volume of business may not appear to justify money order service, however, it is required as a convenience to the crew for welfare and morale.

Requests for the establishment of a Navy post office and authority to commence postal operations aboard ship, are made by the prospective commanding officer or commanding officer, to the Chief of Naval Operations, who in turn requests the U.S. Postal Service to establish the post office and to grant authority for it to commence postal operations. Requests must contain the following information:

1. Approximate number of personnel to be served.
2. Effective date desired for establishment.
3. Amount of fixed stamp credit desired. (As a general guide, a fixed stamp credit of $7 per person served is adequate, however, each Navy post office should have a minimum of $1000 fixed stamp credit.) An increase or decrease in the fixed stamp credit must be in multiples of $500.
4. Whether a disbursing officer is attached.
5. If money order service is not desired, indicate reason.
6. Date by which postal effects should arrive. (U.S. Postal Service requires one month notice to assemble and ship the postal effects.)

7. Unit Identification Code (UIC) number assigned to your command.

Requirements Ashore Overseas

Shore activities overseas may request the establishment of a Navy post office and authority to commence postal operations where the need exists and where adequate U.S. civil postal facilities are not available. This request is submitted via the area commander to the Chief of Naval Operations, who in turn requests the U.S. Postal Service for the Post Office and the final authority to commence postal operations. Requests must contain pertinent information as to the following items:

1. Name and mailing address of activity for which intended.
2. Approximate number of military personnel to be served by the post office.
3. Approximate number of authorized personnel, excluding military, to be served by the post office. (Check chapter 2, entitlement to use of facilities).
4. Geographical location of the proposed Navy post office.
5. If applicable, a statement concerning any agreements existing with the host government permitting operation of a military post office.
6. If applicable, mail prohibitions, restrictions, and customs requirements.
7. Effective date desired for establishment.
8. Amount of stamp fixed credit desired. (As a general guide, a fixed credit of approximately $7 per person served is adequate under normal conditions.)
9. Whether a disbursing officer is attached.
10. If money order service is not desired, indicate reasons.
11. Date by which postal effects should arrive. (U.S. Postal Service requires one month's notice to assemble and ship the postal effects.)
12. Unit identification code (UIC) assigned your command.
13. Any other pertinent information, such as means of transporting mail, availability of qualified personnel, prospective increase in the number of personnel to be served, how mail service is presently provided, whether assignment of a FPO ZIP Number is desired, whether address is included or will be requested to be included in the SNDL.

Requirements Ashore in the Continental U.S.

Normally postal service should be provided by the local U.S. civil post office at Navy activities in the United States, territories and possessions, with mail delivery service for the command being provided by designated mail orderlies.

When adequate service cannot be provided by mail orderlies through the local civil post office, the commanding officer of the activity concerned may submit a request through channels to the Chief of Naval Operations for the establishment of a postal facility on the station. Such a facility normally consists of a branch, station, or money order unit of the local civil post office under the direct jurisdiction and operation of civilian postal personnel. A request for such a postal facility should contain the following information:

1. Approximate number of military personnel to be served by the post office.
2. Approximate number of personnel, excluding military, to be served by the post office.
3. Prospective expansion of station personnel that would be served by the post office.
4. Distance between the proposed post office facility and the post office in the nearest city or town. (This is the mileage over which mail would be transported.)
5. Name of the nearest city or town in which a post office is established.
6. How mail service is presently provided.
7. A brief description of the size, type of construction, security features, and relative location on the installation of the building available to house a post office, and the total number of square feet available for post office operations.
8. Any location circumstances, such as security considerations, which may preclude employment of civilian postal personnel on the station.
9. Views of the local postmaster.
10. Detailed justification for requesting postal service.

Authority for Operation

Authority for the operation of a Navy post office is indicated by the receipt of the postal effects. A copy of the request made by the Chief of Naval Operations to the U.S. Postal Service is also furnished the commanding officer showing the effective date of operation. Postal operations will not commence prior to the nomination of an Accountable Postal Clerk on NAVPERS Form 1221/5 with a accompaning letter from the commanding officer detailing the PC's duty as the Accountable Postal Clerk for the command.

TITLES OF POSTAL PERSONNEL

There are several titles of personnel connected with the Navy postal service. Here we will discuss these people and their responsibilities.

Postal Officer

Every commander or commanding officer has the responsibility of providing a complete and efficient postal service for his command. One of his first steps in providing this service is to designate a postal officer for the command. In most cases on a large ship or station the post office will normally come under the executive or administrative department, therefore, the collateral duty of postal officer is usually assigned to one of the officers in the administrative department. In smaller commands or when the commanding officer deems necessary, he may designate any officer, warrant officer, or chief petty officer as postal officer. In a large terminal Navy Post Office (TNPO), the duties of postal officer would normally be the primary duty of the assigned officer in charge. It is his job to see that the post office is operated efficiently, and that all mail is handled and processed as expeditiously as possible. All official postal correspondence is routed to the postal officer in order to keep him informed of the post office operations. This includes such things as monthly inspection reports, complaints, inquiries, and stamp requisitions.

Custodial Officer

The custodial officer is a commissioned officer or E-7, E-8, or E-9 of the Postal Clerk rating, designated in writing by the commanding officer to take charge of all reserve postage stamp funds (stock and cash) and blank money order forms. In ships and commands where a disbursing officer is assigned, he is normally the custodial officer for the Navy post office. He may be designated as custodian of postal effects, reserve stamp funds, blank money orders. You as the Accountable Postal Clerk for the command, will have a receipt (PS Form 3367) from the custodial officer for all the postal effects in his custody.

Military Postal Clerk

A Military Postal Clerk is a person of the Armed Forces, officially designated by the U.S. Postal Service, who is authorized by public law to perform postal finance functions and other postal duties. The term includes Army, Navy, Air Force, Marine Corps, and Coast Guard postal clerks.

Navy Postal Clerks

Navy Postal Clerks are enlisted members of the Navy, not necessarily of the general service rating of "Postal Clerk" or assigned a postal Military Occupational Speciality (MOS), who have been officially designated by the United States Postal Service and are authorized by public law to perform postal finance functions and other postal duties. Personnel nominated for designation as Navy Postal Clerks must be citizens of the United States.

Accountable Navy Postal Clerk

An Accountable Navy Postal Clerk is a Navy Postal Clerk detailed to duty by command letter and charged with the financial responsibility of the Navy Post Office.

Postal Clerk

A "Postal Clerk," as differentiated from "Navy Postal Clerk," is a petty officer or identified striker in the general service rating of Postal Clerk (PC).

Postal Finance Clerk

A Postal Finance Clerk is a United States civilian employed in an overseas shore-based Navy Post Office who has been designated to have custody and accountability for all or a portion of the Navy Post Office's fixed stamp credit and money order account, to sell postage stamps and other stamped paper (postal cards, stamped envelopes etc.), to sell and redeem postal money orders, and to accept and deliver accountable mail, as well as to perform such other postal duties as are assigned by proper authority. Postal Finance Clerks must be United States citizens and be bonded in accordance with NAVCOMPT Manual 4.

Mail Orderly

A Mail Orderly is a person appointed by proper authority to receive and deliver incoming and outgoing mail at a civil or military post office for the unit for which he is designated. Mail orderlies appointed for Navy activities which handle U.S. registered mail must be U.S. citizens.

Mail Clerk

A Mail Clerk is civilian employee of Government Departments or Agencies, or other organizations, who is appointed by proper authority to perform postal duties for the Department, Agency, or organization. The Navy's obligation is satisfied on determination that the mail clerk of a non-military organization has proper authorization, signed by a responsible representative of the organization to receive mail of the class being delivered. Such mail clerks are not mail orderlies and are not designated. Navy post offices may deliver mail to mail clerks in accordance with the authorization held by the individual.

NOMINATION AND DESIGNATIONS OF ACCOUNTABLE POSTAL CLERKS AND NAVY POSTAL CLERKS

A man must meet certain qualifications before he may be nominated as an Accountable Postal Clerk or Navy Postal Clerk. These qualifications are outlined in the BUPERS Manual, Article 1410240, and should be strictly complied with by your command when nominating or designating postal personnel. Whenever available, an enlisted member with previous postal experience as Accountable Postal Clerk or Navy Postal Clerk or with civilian postal experience, should be selected for Postal duties. If a nominee has no previous postal experience, the matter of his general aptitude for this type of duty should be carefully weighed and a statement thereof included in the letter accompanying the nomination.

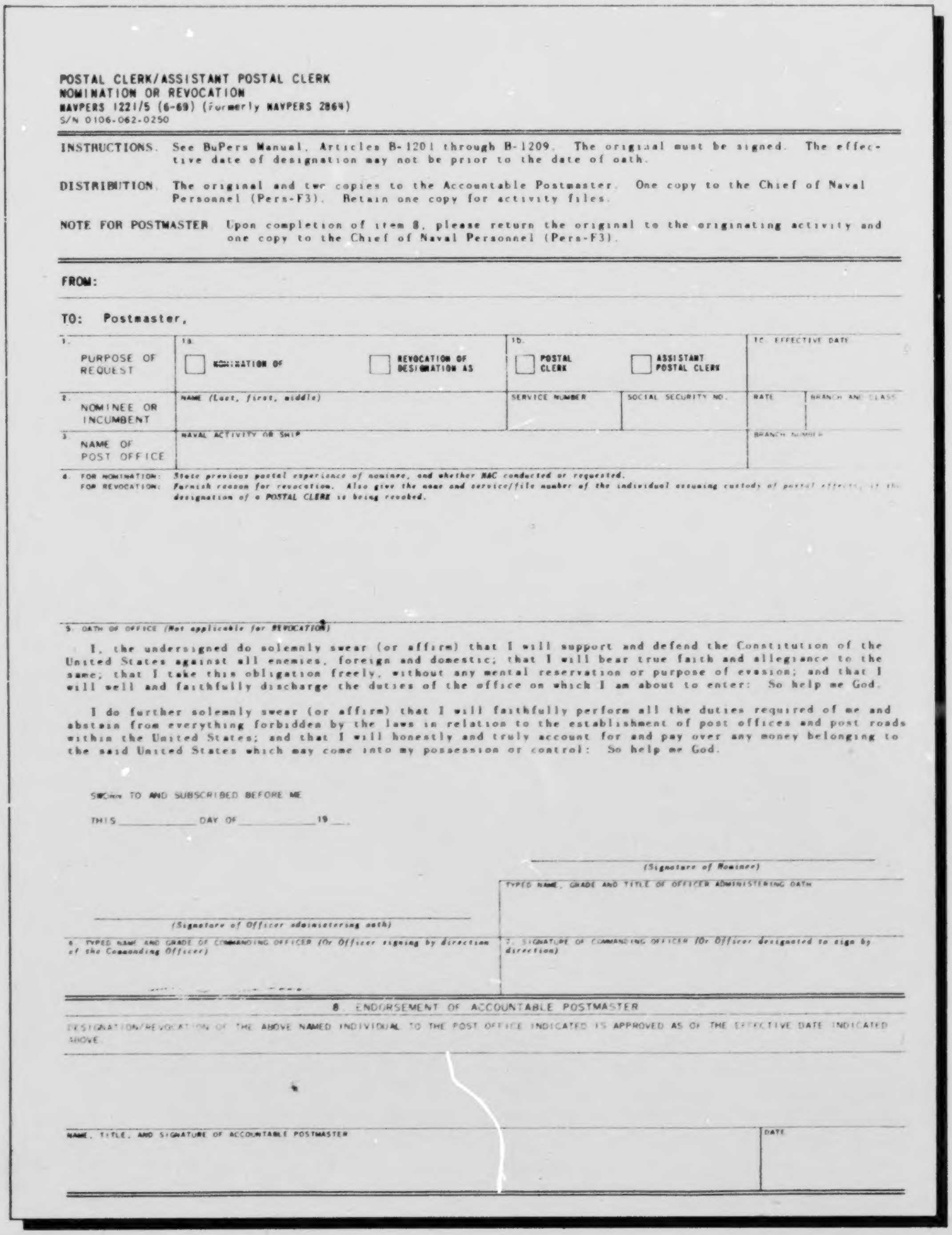
In any case the nominee should meet the requirements set forth in BUPERS Manual. If the nominee does not have prior postal experience he must be tested on his knowledge of postal duties, functions of a Navy post office, and the rules governing it in accordance with the U.S. Civil and Navy postal regulations.

Before being permitted to perform postal financial duties or to assume custody of postal effects, postal personnel must be, or must have previously been, nominated by the submission of a Navy Postal Clerk Nomination or Revocation Form NAVPERS 1221/5. See figure 4-1.

Under normal peacetime conditions, a person should not be considered for nomination if he has less than six months obligated service remaining on active duty. This is to prevent large turnovers in personnel, to ensure effective postal service, and to safeguard postal effects.

A Navy Post office having only one Navy Postal Clerk assigned should normally nominate another Navy Postal Clerk for training as a prospective relief in order to keep postal service for the command running smoothly when the regularly assigned Navy Postal Clerk is absent.

BEST COPY AVAILABLE



POSTAL CLERK/ASSISTANT POSTAL CLERK
NOMINATION OR REVOCATION
NAVPERS 1221/5 (6-69) (Formerly **NAVPERS 2864**)
S/N 0106-062-0250

INSTRUCTIONS. See BuPers Manual, Articles B-1201 through B-1209. The original must be signed. The effective date of designation may not be prior to the date of oath.

DISTRIBUTION. The original and two copies to the Accountable Postmaster. One copy to the Chief of Naval Personnel (Pers-F3). Retain one copy for activity files.

NOTE FOR POSTMASTER. Upon completion of item 8, please return the original to the originating activity and one copy to the Chief of Naval Personnel (Pers-F3).

FROM:

TO: Postmaster,

1. PURPOSE OF REQUEST	1a. ☐ NOMINATION OF ☐ REVOCATION OF DESIGNATION AS	1b. ☐ POSTAL CLERK ☐ ASSISTANT POSTAL CLERK		1c. EFFECTIVE DATE
2. NOMINEE OR INCUMBENT	NAME *(Last, first, middle)*	SERVICE NUMBER	SOCIAL SECURITY NO.	RATE BRANCH AND CLASS
3. NAME OF POST OFFICE	NAVAL ACTIVITY OR SHIP			BRANCH NUMBER

4. FOR NOMINATION: *State previous postal experience of nominee, and whether NAC conducted or requested.*
FOR REVOCATION: *Furnish reason for revocation. Also give the name and service/file number of the individual assuming custody of postal effects, if the designation of a POSTAL CLERK is being revoked.*

5. OATH OF OFFICE *(Not applicable for REVOCATION)*

I, the undersigned do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So help me God.

I do further solemnly swear (or affirm) that I will faithfully perform all the duties required of me and abstain from everything forbidden by the laws in relation to the establishment of post offices and post roads within the United States; and that I will honestly and truly account for and pay over any money belonging to the said United States which may come into my possession or control: So help me God.

SWORN TO AND SUBSCRIBED BEFORE ME

THIS ________ DAY OF ________ 19__.

(Signature of Nominee)

TYPED NAME, GRADE AND TITLE OF OFFICER ADMINISTERING OATH

(Signature of Officer administering oath)

6. TYPED NAME AND GRADE OF COMMANDING OFFICER *(Or Officer signing by direction of the Commanding Officer)*

7. SIGNATURE OF COMMANDING OFFICER *(Or Officer designated to sign by direction)*

8. ENDORSEMENT OF ACCOUNTABLE POSTMASTER

DESIGNATION/REVOCATION OF THE ABOVE NAMED INDIVIDUAL TO THE POST OFFICE INDICATED IS APPROVED AS OF THE EFFECTIVE DATE INDICATED ABOVE.

NAME, TITLE, AND SIGNATURE OF ACCOUNTABLE POSTMASTER

DATE

60.4

Figure 4-1.—NavPers Form 1221/5, Nomination or Revocation of a Navy Postal Clerk.

Nomination of a Navy Postal Clerk requires completing the appropriate portions of NAVPERS Form 1221/5, as seen in figure 4-1. When filling out this form just follow the instructions which are included on the front.

NAVPERS Form 1221/5 is a very important document so it must be filled out accurately and completed. When completed, the original and two copies are sent to the accountable postmaster who in turn approves or disapproves the nomination. As discussed earlier, the term "accountable postmaster" means the postmaster of the U.S. Civil post office of which your Navy post office is a branch. One legible signed copy is sent to the Chief of Naval Personnel and one copy is kept on file in the ship's post office. After action has been taken by the accountable postmaster and no objections are received from the Chief of Naval Personnel, the original and one copy are returned to the ship. The original is then filed in the man's service jacket, and a notation of his designation is made on page 13 of his service record. Once a man has been nominated as a Navy Postal Clerk and approved by the U.S. Postal Service, that designation remains in effect as long as the postal clerk remains on active duty or until his designation is revoked for cause.

On a large ship, such as an aircraft carrier, or at a large post office overseas, the senior Navy Postal Clerk assigned to the command is normally assigned as the accountable postal clerk for the command. In addition to the NAVPERS Form 1221/5 which designates him as a Navy Postal Clerk, he must have a letter detailing him as the accountable postal clerk from his commanding officer. See figure 4-2. In no case may more than one accountable postal clerk be detailed to duty by command letter at any one time. The accountable postal clerk is charged with the financial responsibility of the Navy post office and must hold PS Form 3367, Fixed Credit Receipt, or similar form from the other personnel holding a portion of the Stamp Fixed Credit. He in turn upon assumption of duty as the accountable postal clerk for his command, must tender a PS Form 3367 to the accountable postmaster for the entire amount of the fixed stamp credit.

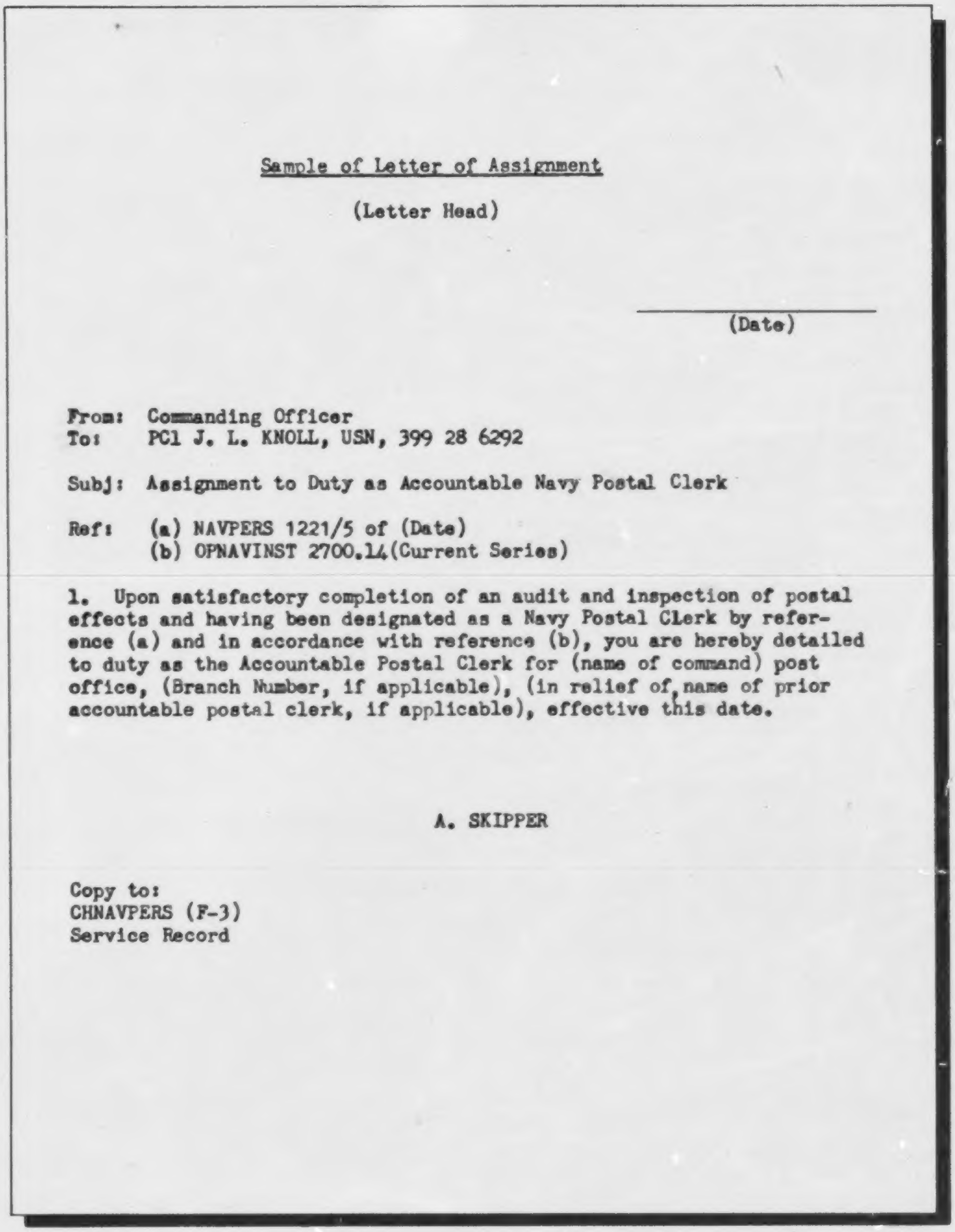
As the accountable postal clerk, you will be held responsible for the overall operation of your post office. Before your local civil or military post office may release mail for your ship to you, they will want to see some form of identification. In most cases the local post office requires a letter from your ship indicating who is authorized to pick up mail for the command, and what classes of mail, including registered, he is authorized to pick up. In addition, your ship will furnish you with suitable identification as a designated Navy Postal Clerk for your command. This identification must bear your signature. DD Form 285 is available for this purpose. When your duties as the Accountable Postal Clerk or Navy Postal Clerk for your command are terminated, you must return this identification to your postal officer.

Now that you are ready to assume your duties as a Accountable Postal Clerk or Navy Postal Clerk; let's double check all paperwork to make sure everything is in order. Your commanding officer has set an effective date of operation for your post office. You have already taken the oath of office given on NAVPERS 1221/5 and this is entered in your service record. The date you took the oath may be on or prior to the effective date of operation but not after as this would automatically void the whole form. This holds true for the date of establishment of a new Navy post office also. Remember, you are not allowed to commence operation until the effective date of operation, which is requested by your commanding officer by letter to the Chief of Naval Operations (Postal Affairs Branch), and approved by the U.S. Postal Service.

If you are relieving an Accountable Navy Postal Clerk you will normally assume custody of the postal effects at the close of the day's business. In unusual circumstances where it is necessary for you to transact business on the same day as the man you are relieving, your reports will indicate the hours of the day covered by the report.

Revocation of Designation

Request for revocation of a Navy Postal Clerk designation is made in the same manner as the designation. The reason for revocation is made under item 4 of NAVPERS Form 1121/5. At the time a request for revocation of a Navy



Sample of Letter of Assignment

(Letter Head)

____
(Date)

From: Commanding Officer
To: PC1 J. L. KNOLL, USN, 399 28 6292

Subj: Assignment to Duty as Accountable Navy Postal Clerk

Ref: (a) NAVPERS 1221/5 of (Date)
(b) OPNAVINST 2700.14(Current Series)

1. Upon satisfactory completion of an audit and inspection of postal effects and having been designated as a Navy Postal Clerk by reference (a) and in accordance with reference (b), you are hereby detailed to duty as the Accountable Postal Clerk for (name of command) post office, (Branch Number, if applicable), (in relief of name of prior accountable postal clerk, if applicable), effective this date.

A. SKIPPER

Copy to:
CHNAVPERS (F-3)
Service Record

60.120

Figure 4-2.—Sample letter of Assignment as the Accountable Navy Postal Clerk.

Postal Clerk is made, an entry should also be made on page 13 of the individual's service record. The entry in the man's service record should cover date of revocation, title being revoked, and a statement that revocation has been requested from the accountable postmaster. The date indicated may not be later than the effective date of a designated relief. This entry is also signed by the man concerned, acknowledging the revocation by title and date.

There are many reasons for revoking the designations of Navy Postal Clerks, however, the most common is the termination of a Navy Postal Clerk's military service. Other reasons for revocation are: discretion of the commanding officer, or postal inspectors, if it is found that the Postal Clerk has violated postal laws and regulations, has a record of continued errors in postal finance, is absent without leave, or has in any other way demonstrated that he should not be trusted with the position.

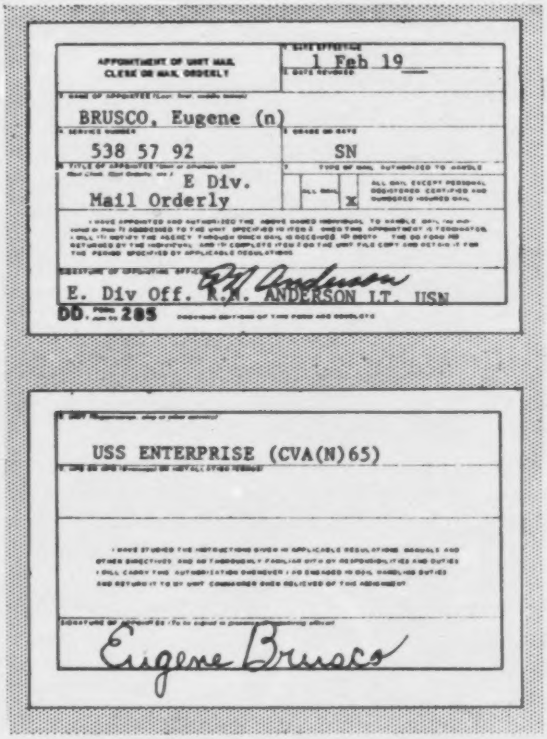
When you nominate or revoke the designation of a Navy Postal Clerk, refer to chapter 2 of the U.S. Navy Postal Instructions, OPNAV 2700.14 current series.

Appointment of Mail Orderlies

In the following paragraphs we will discuss the qualifications, procedures used in appointing, identification of, and revocation of designation of a Navy mail orderly.

As with the Navy Postal Clerk, a mail orderly should be of unquestionable integrity. (No person with a record of convictions of crimes involving moral turpitude must be nominated.) He is normally an enlisted member of the Armed Forces, but in commands where the commanding officer deems it desirable, he may be a civilian. The Department of the Navy requires its postal clerks, mail orderlies and postal finance clerks to be U.S. citizens. Some U.S. government departments and agencies do not require their mail orderlies to be U.S. citizens; however, non-citizen mail orderlies normally will not be authorized to receive registered mail.

Commanding Officers of activities requiring mail orderly service (command mail orderly) appoints one or more mail orderlies on DD Form 285, (Appointment of Mail Orderly). (See fig. 4-3.) A sufficient number of DD Forms 285 are completed to provide one form each for the mail orderly, command files, and serving Navy post office or civil post office, as applicable. The agencies noted above are notified upon relief of the mail orderly. The mail orderly must carry his copy of the DD Form 285 whenever he is performing his duties. When his appointment is revoked, this copy must be destroyed. The date of revocation is entered on the other copies of the form.



1 Feb 19

BRUSCO, Eugene (n)

538 57 92

SN

E Div.
Mail Orderly

x

E. Div Off. R.N. ANDERSON LT. USN

DD 285

USS ENTERPRISE (CVA(N)65)

Eugene Brusco

60.5

Figure 4-3.—DD Form 285, Appointment of Mail Orderly.

A division mail orderly may also be designated on DD Form 285, or a similar form may be used. The officer signing would be from the division the man serves (or another officer responsible for the personnel of that division or component). A copy should be made for the man concerned and one for the Postal Clerk or if the command does not have a post office, for the command mail orderly.

Persons performing mail orderly service must be instructed in their responsibility for the proper handling of mail entrusted to their custody. Identification cards are strictly accounted for and indicate the types of official and personal mail the mail orderly is authorized to handle.

SUPPLIES AND EQUIPMENT

Whenever practicable, supplies issued by the U.S. Postal Service should be used in the operation of a Navy post office. In general, the U.S. Postal Service furnishes the operating supplies and the postal equipment peculiar to post office work. The Navy supplements these with general types of supplies and office equipment such as are furnished to other Navy offices.

Postal Effects

The U.S. Postal Service furnishes certain accountable supplies and equipment, and the Navy others. In your tour as a Navy Postal Clerk, whether aboard ship or at an overseas post office, you will see and use the term "postal effects" often. Let us clarify this term. All items of stock and funds affecting postal revenue in the post office and those held in reserve by the custodial officer are called postal effects. These include postage stamps, stamped paper, (envelopes, postal cards and aerogrammes), and cash received from their sale; blank money order forms and cash received from their sale, including fees, paid money orders, and fees for special services. The term postal effects also includes the mail keys. Postal effects then, are those for which you account in your Daily Military Post Office (MPO) Report of Money Order Business, Form 6019 MPO, or in Report of Inspection of Postal Clerks Accounts, Quarterly, Statistical Form OPNAV 2700/3.

Two mail keys are issued by the U.S. Postal Service. You will account for each of these keys by number on your monthly inspection and audit form. The more important of these is the rotary lock key. This key is permanently chained to the inside of your safe. It is used only for opening rotary locks used on registered pouches.

The iron lock key, more commonly referred to as the LA key after the inventor of the LA lock (Louis Andrus) is chained to a table or other permanent fixture in your office. If it is necessary to use the key in different areas of the office, chain it to a large wooden block, or to a wire strung overhead in the critical area.

Other Accountable Equipment

Other accountable equipment for which you are responsible, include rotary locks, technical publications, all-purpose stamp, postmarking stamp, and other U.S. POSTAL SERVICE and Navy office equipment.

Postal Mail Dispatch Equipment

Mail bag equipment comes in various sizes, types, and colors, the different colors are used to distinguish between the various categories of mail. You will find different sizes of sacks and pouches in each color. The difference between a pouch and a sack is the manner of securing. Pouches are secured by a leather neck strap and hasp, while the sack is secured by a lacing cord and hasp.

The large airmail sack, or pouch, is orange in color; its basic use is for the dispatching of air parcel post packages that are either marked "AIRMAIL" or have postage prepaid at the airmail rate. The smaller pouches, number 1 and number 2's, are also orange in color and are mainly used for dispatching airmail letters. If you have a small quantity of Air parcel post packages and they will fit in the smaller pouch, use the smaller pouch. The reason for this is that you should always use the lightest bags available when dispatching by air.

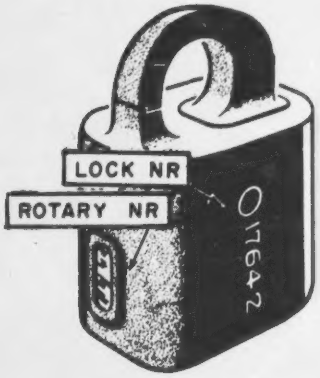
Military Official Mail pouches are grey in color, are marked with large print "MILITARY OFFICIAL MAIL", and are to be used only for dispatching official first class mail (other than airmail) and official fourth-class mail marked "SPECIAL- HANDLING" or "MOM" (Military Official Mail). The large pouch is mainly used for dispatching parcels while the smaller pouch is to be used for dispatching official first class flats and letters.

SAM (space available mail) may be dispatched in small green nylon pouches or large red nylon sacks. The sacks are used for dispatching SAM and PAL (partial airlift) parcels, and the pouches are used for dispatching personal first-class letters and Free Mail. SAM sacks are strictly used for airlift of SAM and PAL mail between United States ports of exit and military installations overseas.

Surface pouches and sacks are made of canvas and are used to dispatch all other official and personal mail that does not qualify for airlift. They are classified as domestic surface mail pouches and sacks, and are used for all classes of mail when appropriate equipment is unavailable. When so used, an appropriate U.S. Postal Service label must be attached indicating the class of mail enclosed. Surface pouches and sacks come in sizes 1, 2, and 3, with sizes 1 and 2, the two largest, the ones you will use most often.

As a Navy Postal Clerk you handle many bags of incoming and outgoing mail. You use two types of locks, the keys for which we discussed above under postal effects.

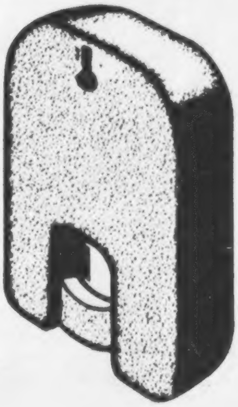
The ROTARY LOCK is used only on registered pouches. A rotary lock (fig. 4-4) is similar to a regular padlock, but has inside numbered dials which advance on number each time the lock is opened. Every rotary lock has two numbers, the serial number of the lock located on the outside of the casing, and the rotary number, which are located on the side of the lock inside the casing. Both numbers are used when making a dispatch, the lock serial number first and then the rotary number.



60.6

Figure 4-4.—Rotary lock.

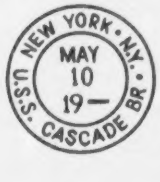
The IRON (LA) LOCK (fig. 4-5) may be used on all mail sacks except registered mail pouches. It is a snap-on type, locking when pressed against the hasp of a mail sack or pouch.



60.7

Figure 4-5.—Iron (LA) lock.

The ALL-PURPOSE STAMP consists of a piece of oil resistant rubber set in a steel base attached to a wood handle. (Fig. 4-6.) The stamp consists of an inner and outer ring. Between these rings at the top is the full name of the post office including the official abbreviation of the state, except for certain states listed in the Postal Service Manual. At the bottom is the branch. All shipboard Navy post offices are branches of the U.S. Post Office New York, N.Y. so New York, N.Y. will be at the top of

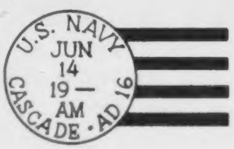


60.8

Figure 4-6.—All-purpose dating stamp.

your stamp, and your ship's name at the bottom followed by the letters BR denoting branch. In the center of the stamp are three slots for the month, day, and year. You will use this stamp primarily for registered mail and money orders.

The POSTMARKING STAMP (fig. 4-7) used by most Navy post offices consists of a round piece of oil-resistant rubber with four canceling bars attached, glued to a steel plate secured to a wooden handle. Arranged in circular form is the name of the ship and hull number. In the center of this stamp are four slots for insertion of the month, day, year, and the letters AM or PM, depending on time of dispatch.

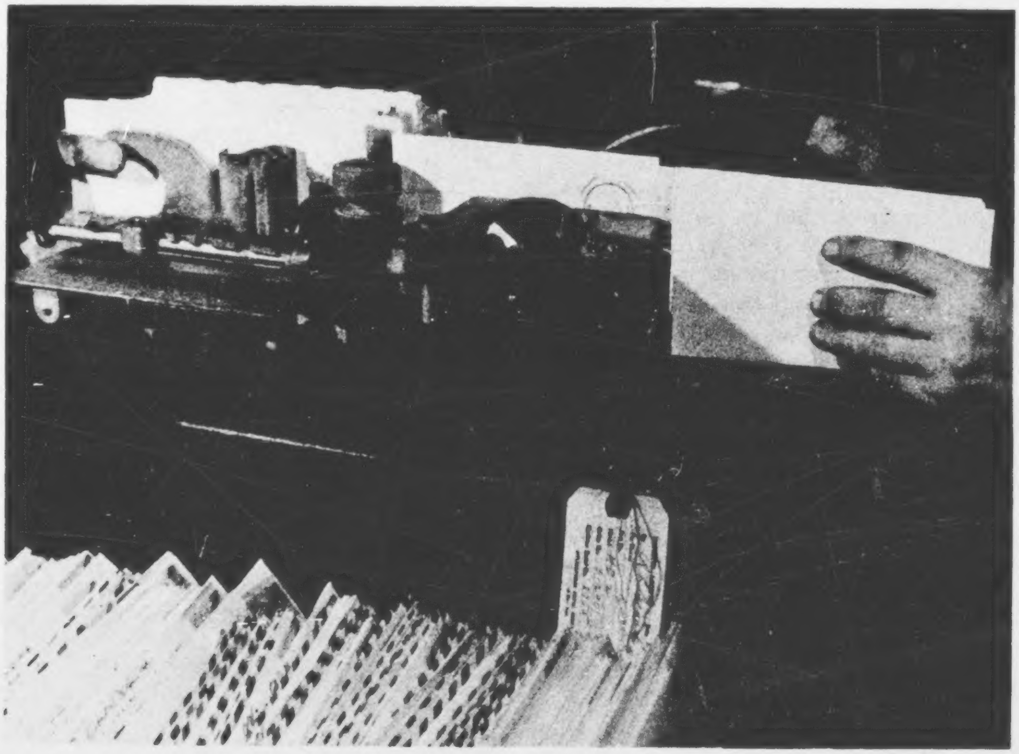


60.9

Figure 4-7.—Postmarking stamp.

Several different types and models of canceling machines are used by Navy Post offices. Figure 4-8 shows one type which is a manual canceling machine. Where the volume of letters is large, manual or electric canceling machines are installed for rapid postmarking and cancellation of the stamps on letters. The letters are fed into the machine by hand, pass through, and are canceled.

Three types of scales are issued to a newly established Navy post office. These are the same type used in a regular civil post office. The scales are 9- or 16- ounce for weighing of letter mail, 4-pound for small packages, and 70-, or 100-pound for large packages.



60.10

Figure 4-8.—Hand canceling machine.

Navy Equipment

Accountable equipment furnished by the Navy includes safes, desks, typewriters, adding machines, and similar items. The safes provided for the safe keeping of postal effects are the standard three-tumbler combination type.

Expendable Supplies

In addition to the accountable equipment, you have expendable supplies, such as forms, twine, labels, and office supplies furnished by the Navy and U.S. Postal Service. Chapter 13 of the U.S. Navy Postal Instructions, OPNAV 2700.14 (current series), carries a complete list of these forms, equipment and supplies, and the various requisitioning sources.

CUSTODY AND SECURITY OF NAVY POST OFFICES

The responsibility for proper operation of a Navy post office within a command lies with the commanding officer. To aid him in carrying out this responsibility he designates certain officers and enlisted men. Earlier in this chapter we learned who these men are. Now let us consider some of their responsibilities in regard to custody and security of postal effects, supplies, and equipment.

Custody

The commanding officer holds spare keys to the Navy post office, and a copy of each post office safe combination in his safe. These are released only on his authority for the purpose of a special audit or inspection.

The custodial officer is designated by the commanding officer to provide safekeeping for all postal effects not in the Navy post office itself. Each Navy post office has a designated amount of stamp stock issued to it when the office is established. This is called "fixed credit." The fixed credit of a Navy post office is approximately $7 per person served by the post office. Normally the amount of fixed credit held by the Accountable Postal Clerk does not exceed $700. The balance is held by the custodial officer. In some large commands where $700 of the fixed stamp credit is not enough to operate the office efficiently, the commanding officer may authorize the Accountable Postal Clerk to hold a larger amount where this would facilitate postal operations. Authorization is by letter addressed to the Accountable Postal Clerk by title, stating the amount of fixed credit he may hold in the Navy post office. Copies of this letter are forwarded to the Chief of Naval Operations and the accountable postmaster.

The Accountable Postal Clerk may issue to his assistants amounts of stamps and cash not to exceed $700. This allows the office to continue operating during the Accountable Postal Clerk's absence up to 90 days. If the Accountable Postal Clerk is absent (or is expected to be absent) for more than 90 days, his designation should be revoked and a new Accountable Postal Clerk designated. If this has not been done at the end of 90 days, post office operations must be suspended and the postal effects placed in the custody of a commissioned officer designated in writing by the commanding officer. In addition to the above, a report of suspension of postal operations must be sent to the Chief of Naval Operations, and a report of circumstances must be sent to the Chief of Naval Personnel with a copy to CNO.

If the absence of the Accountable Postal Clerk is unauthorized, the postal effects are audited by two commissioned officers and then placed in the custody of an officer designated in writing by the commanding officer. The commanding officer then reports the incident to the CNO and the Chief of Naval Personnel by message, giving the name of the temporary custodian and stating whether there is any shortage or irregularity in the postal effects.

Whenever the custody of postal effects changes hands, there must be an inspection and audit, and a OPNAV Form 2700/3 submitted to the accountable postmaster with a copy to CNO. This form shows the type of inspection and is signed by the relieving Accountable Postal Clerk or custodian, and the Accountable Postal Clerk or custodian being relieved. Also a PS Form 3367, Fixed Credit Receipt for the entire amount of the activity's stamp credit is prepared in duplicate and the original forwarded to the accountable postmaster affixed to the OPNAV Form 2700/3.

Security

The first requirement to consider when selecting space for a Navy post office is the security of the proposed space. It must provide adequate security for the postal effects and mail. In order to provide these things, the office must be maintained in an orderly fashion at all times.

Few persons are authorized entry to the Navy post office space. Authorization is based on position or the job being done at a specific time. Those authorized entry are the commanding officer, executive officer, postal officer, Accountable Postal Clerk, Navy Postal Clerks, and officers and enlisted personnel and postal inspectors on official inspections or visits. When there is more mail than can be handled by the Accountable Postal Clerk and Assistants, an authorized, properly supervised working party may be allowed access to the office while handling closed mails only.

During working hours the door to the Navy post office working spaces should be locked, and postal business conducted at a window(s). Outside normal business hours, the entire office should be locked; because the Accountable Postal Clerk is personally accountable for the postal effects in the office, this is only good business practice to protect himself. In his absence he may entrust the post office key to his assistant.

Where the situation requires, duplicate keys to the post office may be issued to the Navy postal clerks as determined necessary and authorized by the commanding officer. These keys should be numbered and signed for and the receipts placed in the commanding officer's safe. The postal clerks authorized to hold these keys must retain them in their possession at all times, except when the keys can be placed in a locked container to which they alone have access. Duplicate keys not in use must be kept in the commanding officer's safe along with the combinations of the post office safes. They are placed in sealed envelopes with the custodian's signature across the flap.

Each Navy post office has at least one safe in which all stamp stock and cash, blank money order forms, and registered mail are kept outside of normal business hours, or whenever there is no one in the office. The safe must be secured in such a way as to prevent ready removal from the office. The accountable postal clerk is the custodian of the post office safe and must be the only person with knowledge of the safe combination. When more than one safe is available, other Navy postal clerks may be designated custodians of individual safes. Individual cash boxes or cash drawers, separately locked, must be provided for each person holding funds, stamp stock, or postal equipment for which locked stowage is required. Locked cash boxes and drawers are to be stowed in a safe when not being used in the course of business. Combinations must be changed on change of custody at the time any person having knowledge of it leaves the organization, and at least once every 12 months thereafter or whenever compromised.

Reports of Casualty or Disaster

No matter how many precautionary measures are taken, accidents can and do happen. Fire can start in the post office, a damaged fire main flood it, and any number of catastrophes damage the mail or destroy stamp stock. When any of these happen, a message report must be made to Chief of Naval Operations, with the Chief of Naval Personnel; Service Force; Commander, Naval Supply Systems Command and other appropriate commanders as information addressees. The message should contain the following information as appropriate:

- Type of offense or loss, date and place occurring.
- Names and rates of personnel involved or suspected.
- Postal effects and amounts of funds involved.
- Serial numbers of money order forms involved, and serial number of last money order sold by person or persons involved if embezzlement of funds is known or suspected. In case of any theft or loss of

money order forms, the commanding officer must also notify the accountable postmaster.

- If all purpose or money order control amount stamps are missing, so indicate.
- If being referred to investigative agency, indicate agency and case number assigned, if known.
- Information relative to recovery of mail and postal effects and whether voluntary restitution has been offered.

A full amplifying report must be made by letter to the Chief of Naval Operations with copies to the Chief of Naval Personnel and other appropriate commands as soon as practicable. In the event a prolonged investigation or other reasons necessitate a delay in submitting the final report, an interim report must be made. These letter reports are in addition to any report of investigation made in accordance with the *Manual of the Judge Advocate General.*

SECNAV Instruction 5430.13 series directs that the facilities of Naval Intelligence be utilized in the investigation of certain major violations of the Uniform Code of Military Justice, including violations of *postal regulations.* Postal matters requiring investigative assistance must be referred without delay by the command concerned to the Naval Investigative Service Headquarters or to a Naval Investigative Service Office.

The services of a U.S. postal inspector should be requested when in a port or location where such services are available.

SUSPENSION AND DISESTABLISHMENT

Procedures for suspension of postal service or for disestablishment of a Navy post office are just as important as those for establishment. Let us take up suspension first.

Suspension

At any time, the commanding officer may decide to suspend part or all post office business. As a first step, he designates an officer to conduct an audit at the close of business on the day of suspension. A report to the accountable postmaster and CNO is completed on OPNAV Form 2700/3, as in the case of a regular monthly inspection. Included in the report will be a notation showing the type of service being suspended. The Chief of Naval Operations and the accountable postmaster of which the Navy post office is a branch must be informed. This notification includes the date of suspension, type of business suspended, reasons therefore, probable duration of such suspension, and name of officer designated as custodian of the postal effects. This may be done by appropriate notation on OPNAV Form 2700/3 submitted at the time of suspension, indicating the type of service suspended, and on all reports which are submitted during the period of suspension. When business is resumed, inform the Chief of Naval Operations and the accountable postmaster by letter or submission of another OPNAV Form 2700/3 appropriately annotated.

When money order service is suspended, this fact is noted on the front of the last PS Form 6019 MPO, Daily Military Post Office Report of Money Order Business, reporting issued money order business. When this is done there is no further need of a daily report of money order business while business is suspended. After money order business resumes, this is noted on the first Form 6019 MPO reporting issued money orders.

After the suspension audit, the appropriate postal effects are placed in the custody of the officer designated in writing by the commanding officer to assume responsibility for them.

If the suspension is to last for an extended period, it may be advisable to disestablish the office rather than suspend operations.

The fact that business is suspended does not relieve the command of submitting the monthly inspection and audit, the Quarterly Statistical Report or the Report of Mail Dispatched as these reports are required as long as the post office is in an established status and U.S. Postal Service equipment and supplies are on hand.

Disestablishment

If your commanding officer decides that operation of a Navy post office is no longer feasible or necessary, he may request permission from the Chief of Naval Operations by letter to discontinue postal operations. Permission to discontinue postal operations, however, must be received before postal service is discontinued. Orders for inactivation of the ship or station are the only exception to this rule. Such orders constitute authority for discontinuance; however, the Chief of Naval Operations is informed of the date of the discontinuance and the reason therefore.

Two officers are designated by the commanding officer to conduct an audit of the postal effects at the close of business on the last day on which business is conducted by the office. One of these officers may be the custodial officer. When the audit is complete, the report is submitted as usual on OPNAV Form 2700/3 marked "final report."

When postal operations are to be discontinued, the senior member of the auditing board supervises the following actions taken by Navy post offices that are branches of the New York, N.Y. civil post office.

1. Return the fixed credit, (stamp stock and postal funds), accompanied by final audit on OPNAV Form 2700/3 to the Postmaster, New York, N.Y., attention: Accountable Paper Section Room 3129.

Postal funds in the form of cash are exchanged for a U.S. Treasury check. Quantities and denominations of stamp stock returned are to be listed on a stamp requisition form. Stamp stock and/or postal funds are returned by registered mail.

2. All money order funds, in the form of a U.S. Treasury check, accompanied by any paid money orders and Form 6019-MPO, are forwarded to Military Money Order Section U.S. Postal Service GAO Building, Room 1823, Washington, DC, 20260 by registered mail.

3. All money order records with an itemized list of contents along with a copy of the final audit on Form 2700/3 are to be sent by registered mail to the Military Money order Section, U.S. Postal Service, GAO Building, Room 1823, Washington, DC 20260. The blank money order forms shall be wrapped separately, and also be forwarded by registered mail to the Military Money Order Section, Washington DC.

4. Registry records, rotary locks and keys, registry claim records, and LA keys are sent by registered mail to the Postmaster, New York, N.Y., attention: Registry Division, Room 3503.

5. All scales are returned by ordinary mail to the U.S. Postal Service, Eastern Area Supply Center, Somerville, New Jersey, 08877.

6. Directories of Post Offices and International Mail are sent by ordinary mail to the Postmaster, New York, N.Y., attention: Schemes and Schedules Section, Room 5006.

7. Insured records are sent by registered mail to Postmaster, New York, N.Y., attention: Claims and Inquiry Section, Room 4508 (Tracing).

8. Unused stock forms and supplies that are in a serviceable condition and can be reissued to other offices are returned to the U.S. Postal Service, Eastern Area Supply Center, Somerville, New Jersey, 08877, by ordinary mail.

9. Postmarking stamps and all-purpose stamps are returned by registered mail to the Superintendent of Supplies, Local Supply Section, Morgan Station, New York, N.Y.

10. Print-Punch money order machines are sent via registered mail to Postmaster, New York, attention: Office Services Division, Room 3227.

11. Postal Service Manuals are sent via ordinary mail to Postmaster, New York, 10001, Attention: Paperwork Management Section Room 4524.

All packages and items requiring registering should be registered at a post office other than the one being discontinued, if practicable. The auditing officer must personally see the packages and items delivered for registry and obtain the numbers of the registry receipts. Postal effects listed above must be returned under letters of transmittal.

If the Navy post office is a branch of a local civil post office, all the above requirements are the same except that all postal effects, including funds, stamped paper, and blank money order forms are delivered to the accountable postmaster, and a receipt in duplicate is obtained from him. The Chief of Naval Operations gets one copy of this receipt along with the final report for his files.

In addition to the above, the commanding officer informs CNO of the date on which postal operations were discontinued and the date of forwarding of postal effects, giving the numbers of registry receipts for items returned (in accordance with the above paragraphs) and forwarding copies of the transmittal letters, inventory lists, final audits and inspections.

CHAPTER 5

DOMESTIC MAIL ACCEPTANCE, CLASSIFICATION AND RATES

Now that you are established in your new office, and are ready to conduct postal business, let us find out what classes of mail you will be handling. As the title states, you will be concerned immediately with domestic mail, its acceptance, the classes, and the rates of postage for it. But what is domestic mail? The definition as stated in the Postal Service Manual is: "domestic mail means mail transmitted within, among, and between the United States; its territories and possessions; Army-Air Force (APO), and Navy (FPO) post offices; also mail for delivery to the United Nations, N.Y.". You will find a complete list of the territories and possessions in Chapter 1 of the Postal Service Manual. From the definition, you can see it is possible to send a letter halfway around the world, and be subject to the same rate of postage as you would for a letter going around the corner.

Domestic mail is divided into four classes, according to the contents weight and size of the article being mailed, and possibly in accordance with the wishes of the sender.

ACCEPTANCE

Before any article may be accepted for mailing, it must meet certain requirements. Part 1 of the Postal Service Manual and chapter 7 of OPNAVINST 2700.14 (Navy postal Instructions), define these qualifications and it will be your responsibility to know and inform your patrons of these requirements when accepting articles for mailing. Whatever the article, it must be packed, wrapped or sealed and addressed properly. Containers must be strong enough to retain and protect their contents during the course of normal mail handling. All mail which is insufficiently wrapped to withstand normal handling will not be accepted.

Preparation

Several types of material may be used for packaging articles for mailing. These include corrugated or solid fiberboard, kraftboard, chipboard, fiber tubes, metal, and wood. Heavy wrapping paper, burlap, or canvas, may be used for unbreakable articles. If a carton is being used, it should be large enough to allow room for cushioning material if necessary. For more details and illustrations see Postal Service Manual, part 121. A box too small to allow room for cushioning material, could burst during in-transit handling or from the weight of other mail. The distance a package will travel should also be considered when packaging. A carton addressed for delivery in the eighth zone, or overseas, for example, will be handled more often than one going to the second or third zone. A carton in good condition may be accepted for mailing without wrapping, provided old markings and labels are covered. Outside wrapping, if used, should be of heavy paper, tied with twine or securely taped. Parcels are accepted for mailing subject to postal inspection unless postage is paid at the first-class rate. If the package contains any writing such as a letter, postage at the first-class rate for the letter must be paid and the notation "Letter Enclosed" written on the outside wrapper. A letter may be affixed to the outside of the carton also and postage for the two articles paid for separately. The letter and package must each show the delivery address. See Postal Service Manual, part 139, and figure 5-1.

Envelopes of any light color that does not interfere with legible address and postmark may be used. Do not use brilliant colors. Use paper strong enough to withstand normal handling. Highly glazed paper, or paper with an overall design, is not satisfactory, as the address is hard to read on this type of paper. To aid in quick and economical handling of mail, by both machine and manual methods, standard size envelopes should be used. Envelopes less than 3 inches in width (height) or 4¼ inches in length are nonmailable. Envelopes more than 9 inches in width (height) or 12 inches in length are not recommended, and if a window envelope is used, it must conform to the conditions set by the U.S. Postal Service. The address must show through the window plainly, and the window must be in the lower portion of the address side of the envelope. Nothing more than the address and key number used by the mailer should be visible through the window.

When addressing a package or envelope use only one side of the parcel or envelope. The complete address, including the ZIP code, is placed in the lower right portion of the address side. A return address is required on parcel post and should be used on letters. The return address is placed in the upper left corner of the address side. (See fig. 5-1.)

Nonmailable Matter

Nonmailable matter includes all matter which is by law, regulation, or treaty stipulation, prohibited from being sent in the mail or which cannot be forwarded to its destination because of illegible, incorrect, or insufficient address.

In general, the laws prohibit mailing anything which is likely to be harmful to anyone, especially to those who might handle it, or to other mail. Part 123 of the Postal Service Manual contains a list of nonmailable matter, but the ones you are most likely to be concerned with are lewd books or magazines; lottery tickets or payment for them; narcotics of any kind; intoxicating liquors, and explosives such as fireworks or ammunition.

Many items available for purchase on the open market overseas are nonmailable because of customs regulations or health regulations. You may often see copyright or "Trademark" violations. These are articles which bear marks or names copying or simulating trademarks or recorded trade names. Articles with trademark restrictions are listed in bureau of customs pamphlet "Tourist Trademark Information". Articles with trademark restrictions cannot be

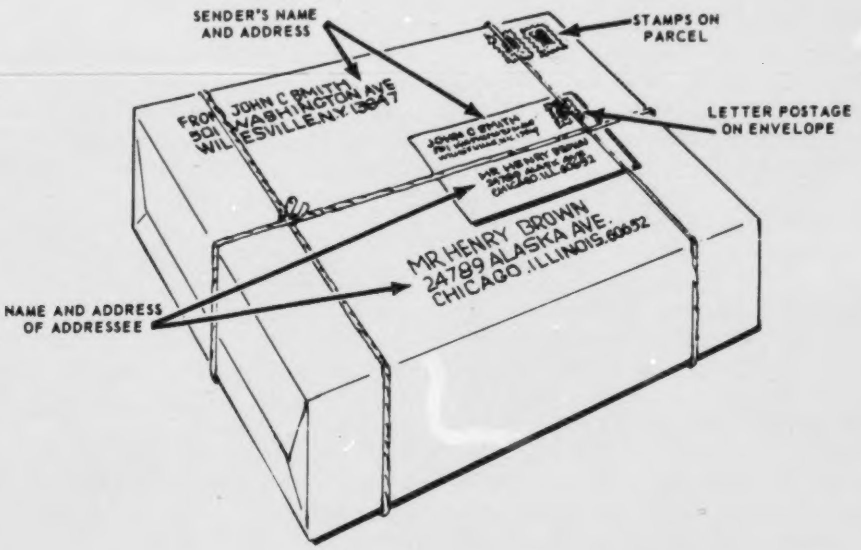


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Figure 5-1.–Illustration of a first-class letter affixed to a parcel.

mailed unless the trademark has been obliterated.

MATTER MAILABLE UNDER SPECIAL RULES.—Some harmful articles which are ordinarily nonmailable may be mailed when certain rules concerning preparation and packaging are met. Other mailable articles, not dangerous or harmful by themselves, must be packed in accordance with postal regulations to prevent damage to other mail and injury to postal and transportation personnel. The Departments of Treasury, Agriculture, Commerce, Health, Education and Welfare, and the Interstate Commerce Commission are among the Federal Departments and agencies having legal jurisdiction over transportation of certain items in the U.S. Mails. In this section we will be discussing the packing and wrapping of these articles, and the markings required on the outer containers in order that they may be accepted for deposit in the mails.

Flammable liquids must have sufficient air space to allow for expansion due to changes in temperature. This is a safety measure to guard against the container bursting because of internal pressure.

The ordinary kitchen match which can be struck anywhere is not mailable regardless of packing but safety matches of the book type or those which may be lit only by striking on the box are mailable when they are properly packaged. However, they are not mailable to overseas locations regardless of packaging. Aluminum foil or asbestos are two materials which provide the safety needed for mailing these products.

Compressed gas containers of the type used for shave cream, deodorants and other products are mailable when the release mechanism is protected. Some of these containers have a protective cap to cover the trigger. On others the trigger itself can be turned in such a way as to lock it. This protection is necessary not only for the package the article is enclosed in but also to prevent damage to other mail caused by accidental discharge. The sharp edges of potentially dangerous tools or instruments such as sheath knives, razor blades, ice picks, chisels, and machine tools must be packed in such a way as to prevent the cutting edge of the tool from cutting the outer wrapper and injuring personnel handling this mail. Before you accept mail in this category for deposit ensure that the mailer has taken precautions in packing by questioning him. If you are in doubt as to the acceptability because of a rattle, refuse to accept the package until you are satisfied it meets postal requirements.

Among other articles mailable under special rules and regulations are concealable firearms and switchblade knifes. The rules and regulations set down by the U.S. Postal Service for these articles are rigid and may not be adjusted to fit any special situation.

In most cases one question will decide the mailability of firearms is the patron authorized to mail the gun? Concealable firearms are mailable only by or to commissioned officers of the Armed Forces or organized reserve corps, including the National Guard or militia of a state territory, or district. Law enforcement officers such as city or state police, Treasury or customs agents, and border patrols, are authorized to receive or send handguns in the mails. Other authorized mailers are postal employees, guards of U.S. or State property including property of a district or territory, and manufacturers in regular trade shipments. Before you may accept a pistol for mailing you must have an affidavit on file stating that the addressee is authorized to receive the gun and that it is intended for official use. On file with the affidavit must be a certificate with a similar statement signed by the officer's Commanding Officer, head of Agency, or superior depending on who the addressee is. The affidavit and certificate are not required by bona fide manufacturers and dealers, but they must file a statement or complete PS Form 1508, Statement by Shipper of Firearms with the postmaster saying the mailer is a manufacturer or bona fide dealer and the guns are customary trade shipments, and that the addressees are to the best of his knowledge manufacturers or bona fide dealers. When this has been done to the postmaster's satisfaction he may accept the package for mailing. If the package is being mailed to the Federal Bureau of Investigation or to the Director of the FBI or to any other crime detection bureau of a law enforcement agency, the affidavit and certificate need not be filed. For example if your commanding officer wishes to send a gun involved in a crime to the Office of Naval Intelligence, he may do so without regard to the affidavit or certificate.

As a Navy Postal Clerk, either aboard ship or at a Navy Post Office overseas, you are responsible for checking the following list of publications and regulations that pertain to *all* firearms and concealable weapons before you accept them for mailing:

- Postal Service Manual, Parts 123, 124, 126, 127
- International Mail, Publications 42
- U.S. Treasury Department regulations pertaining to customs.
- Local Foreign Government and customs regulations.
- U.S. Navy and local command instructions.

Other materials which are mailable when certain packaging conditions and time factors are met include food and game, live day old poultry, radioactive materials, insects, live scorpions, meats and meat products, dead wild animals, and furs or hides. Many states have restrictions on plants and plant products. Each of these states has several inspection points all of which are listed in part 124 of the Postal Service Manual.

CLASSES OF MAIL

Before you accept mail, you and the sender must determine what class it is. Domestic mail is divided into four classes, according to the contents weight and size of the article being mailed, and possibly in accordance with the wishes of the sender. The rates charged and the kind of handling given are both determined by the class.

First-Class Mail

Most of the items received for dispatching from a Navy post Office are first- class mail. First-class mail consists of letters, postal and post cards, matter wholly or partially in writing or typewriting, except authorized additions to second-, third-, and fourth-class mail as defined in the Postal Service Manual, matter closed against postal inspection, and bills and statements of account.

Some examples of first-class matter are:

1. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter, and manifold or carbon copies of such matter. Handwritten or typewritten matter does not include matter produced by computers.
2. Autograph albums containing writing.
3. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.
4. Printed matter such as receipts, orders and printed letters not sent in identical terms to several persons that, by having a signature attached, are converted into personal communications. This does not apply to Christmas or similar printed greeting cards.

There are more examples and information on first-class mail in your Postal Service manual, part 131, should you be in doubt on any article presented for mailing.

A postal card is a card supplied by the Postal Service with a postage stamp printed or impressed on it, for the transmission of messages. A double postal card consists of two attached cards, each of which has printed or impressed thereon a postage stamp of the first-class rate for postal cards denomination, and one of which may be detached by the receiver and returned by mail as a reply. Postal cards may be requisitioned from your accountable post master for sale at your stamp windows.

Post cards are privately printed mailing cards for the transmission of messages. They may be purchased at many places of interest, motels, hotels, drug stores, and of course they are abundantly available at ports that your ship will visit overseas. They may not be larger than the size fixed by the Convention of the Universal Postal Union in effect and of approximately the same form, quality, and weight as postal cards. A double post card consists of two attached cards, one of which may be detached by the receiver and returned by mail as a reply. The cardboard used for single and double post cards may be of any light color that does not prevent legible addresses and postmarks from being placed thereon. Brilliant colors must not be used. Post cards may not be larger than 4¼ by 6 inches, nor smaller than 3 by 4¼ inches, and must be rectangular in shape.

There are restrictions on the use of double postal and post cards which are sent by the U.S. Postal Service. For example, double cards must be folded before mailing and the first half must be detached when the reply half is mailed for return. The reply portion of a double card must be used for reply purposes only and it must not be used to convey a message to the original addressee of the double card, to cover up the message on the original portion, or to send statements of account. For further information on such restrictions, check part 131 of the Postal Service Manual.

There are several rates of postage which apply to first-class mail. Since these rates are subject to constant change, we will not mention them here. Check the Postal Service Manual for current rate of postage. The letter rate applies to all first-class mail except postal cards, post cards, and business reply mail. These items and airmail letters, 7 ounces and under, have special rates.

Postage on first-class mail may be paid in four different ways: by adhesive stamps, stamped cards or envelopes, meter stamps, or permit imprints. All first-class mail weighing 12 ounces or less, except postal and post cards, are charged at the rate of postage per ounce or a fraction thereof. Any fraction of an ounce is considered a full ounce when computing the postage. For example, if a letter weighs 1 ounce or less, the minimum rate is charged. If the letter weighs more than 1 ounce but less than 2 ounces, the required postage for 2 ounces would be charged.

The maximum weight for first-class mail is 70 lbs. For pieces in excess of 12 ounces in weight, check Part 136 of the Postal Service Manual.

Letters Sent Postage Collect.—Letters mailed by members of the Armed services at any place where the United States domestic mail service operates addressed to places in the United States may be dispatched for collection and delivery under the following conditions:

- The address side of the letter must be marked SOLDIER'S LETTER, AIRMAN'S LETTER, SAILOR'S LETTER or MARINE'S LETTER, as appropriate.
- Under the marking, the letter must bear the signature and official designation either with facsimile handstamp or in writing of a commissioned officer to whose command the member belongs. (Hospital, naval vessel, or shore detachment.)
- Postage at single rate for each ounce or fraction is collected on delivery.

Letters Sent Free.—During World War II, Congress passed a law giving members of the Armed Forces the privilege of mailing letters free of charge. This privilege applied only to ordinary letters and not to registered, insured, or airmail. On 31 December 1947, this law expired.

In July 1950, Congress passed a law granting the privilege of free mail to members of the Armed Forces serving in Korea. This law allows the President to extend the free mailing privilege to other combat zones. Airmail service is also included, provided the letter weighs no more than 1 ounce and space for its transmission is available.

In 1965 this privilege was extended to the Armed Forces serving in Vietnam and contiguous waters. This applies to any personal letter mail including post cards in the usual and generally accepted form, and sound-recorded communications having the character of personal correspondence. The conditions and details are contained in the *Postal Service Manual* and OPNAVINST 2700.14 (current).

Second-Class Mail

Only newspapers and other periodical publications which meet the mailability criteria established by the U.S. Postal Service may be mailed at the second-class rates. There are many requirements to be met before the article may be accepted for mailing at second-class rates. To aid the Postal Clerk or other interested person in identifying second-class mail, the publisher prints a statement in one of the first five pages showing the date of issue, and frequency, such as weekly, monthly, or quarterly. It must be published at least four times a year. The statement will also show the subscription price if applicable and the name of the known office or place of publication. In the statement will be the second-class imprint, "second-class postage paid at___." If the publication is mailed at more than one office, the imprint will read "second-class postage paid at___, and at additional mailing offices."

Second-class mail consists of printed sheets of information that are of general interest to the public; however no obscene, treasonable, lottery or other nonmailable matter may be included.

To be admitted at the second-class rate, newspapers and magazines must be wrapped in a way to allow ease of inspection by postal authorities. Small periodicals may be put in envelopes. Large newspapers or magazines may be wrapped or rolled singly. There are no weight or size limitations on second-class mail. Bills, receipts, and subscription orders are the only allowable enclosures with this class of mail, but other matter may be enclosed if postage is prepaid at the rate applicable to the enclosure.

Postage rates for second-class matter differ with the type of publication and who is mailing it. The rate we are interested in is the second class transient rate (copies mailed by public). This is the single copy rate used by mailers of individual copies of magazines or newspapers. In order to qualify, the publication must be complete. Only those newspapers and periodicals which have actually been entered at a U.S. Civil post office as second-class may be sent at second-class transient rates. If one page or section of the newspaper or magazine has been removed, it is subject to third- or fourth-class rates, but may be mailed at the first class rate. Underlining or circling of portions is acceptable, but if any notation or comment is written in the publication, it then becomes subject to first class rates. Bulk postage is charged by the pound or copy according to the zone of delivery. Some publications, such as educational or religious periodicals are entitled to special rates. All these rates may be found in your *Postal Service Manual.* Postage rates on transient mail are computed on the basis of the first 2 ounces or fraction thereof, with a lesser fee for each additional ounce of fraction thereof. For example an article weighing 4 and one half ounces is charged the basic fee for the first 2 ounces and the lesser rate per ounce for the remaining 2 and one half ounces. Consult your chart or Postal Service Manual for the current rates.

Third-Class Mail

Mailable matter which is not mailed nor required to be mailed as first class, not entered as second class, and less than 16 ounces in weight, may be deposited as third-class mail. Some examples of third-class mail are books and catalogs of at least 24 pages (22 of which are printed), second-class publications with a section or page removed, and other small items of merchandise. It should be secured or sealed so it may be handled by machine. When sealed, it is deemed to be with the consent of the mailer for postal inspection, and it must be marked on the face of the article, "Third Class."

The different rates of postage for third-class mail are grouped according to content and weight. You must be familiar with only two of these rates. We will not discuss the actual rates here since they are subject to change. Consult your *Postal Service Manual* for the current rates.

The first group is the single piece rate and is applied to each piece according to its weight.

Items such as hotel keys and identification cards and tags are included in the second group. Since postage is collected on delivery to the addressee named on the key tag or card, these items are subject to a higher rate of postage.

In each case minimum postage is computed for the first 2 ounces. Each additional ounce or fraction thereof is charged at an additional rate per ounce, of if it is a key, postage is computed for each 2 ounces or fraction thereof.

There is no limit to number of pieces that may be mailed at the single piece rate.

For more information concerning bulk rates consult your *Postal Service Manual,* Part 134. Third-class matter mailed at the bulk rate is not accepted for mailing at Navy post offices.

Fourth-Class Mail

Parcel post, as fourth-class mail is commonly referred to, includes merchandise, printed matter, mailable live animals, and all other matter not included in first, second, or third class mail. All fourth-class mail must weigh at least 16 ounces but may not exceed 70 pounds, or exceed 100 inches in length and girth combined. But as with most rules there are exceptions and/or variations.

Parcels mailed to Military Post Offices overseas are subject to weight and size limitations listed in the *Postal Service Manual* part 126. This section should always be checked when accepting parcels addressed to MPOs.

The zone rates in the beginning of Part 135 of the *Postal Service Manual* are applicable to all fourth-class mail, with the following exceptions:

- Special fourth-class rate
- Library rate

The zone rates are applied on the basis of weight of the individual piece and the zone between the sectional center facilities of the post offices of mailing and delivery. Articles addressed to military post offices overseas (Army, Air Force, Fleet post offices, and naval vessels) require postage at the zone rate applicable between mailing office and post office shown in the address.

There is a local zone which is defined by the Postmaster General from time to time and eight numbered zones which are determined as follows:

The United States and its territories and possessions are divided into units of area 30 minutes square, identical with a quarter of the area formed by intersecting parallels of latitude and meridians of longitude. Each unit of area is designated by a number.

The zones are based on a straight line distance between the unit of area in which the dispatching sectional center of the mailing post office is located and the unit of area in which the receiving sectional center facility of the post office of address is located, measured from the center of one unit to the nearest point in the other.

An official zone chart prepared for each sectional center is used to determine zones from all postal units within the sectional center area. The chart to be used is identified by the inclusive ZIP codes assigned to postal units in the sectional center. Each chart lists the first three digits (prefix) of the ZIP codes of all sectional center offices and to the right thereof the applicable zone.

To determine the zone distance from the office of mailing to the office of address, refer to the zone chart for use at the office of mailing and locate on the chart the first three digits (prefix) of the ZIP code of the post office of address. To the right thereof appears the zone (see fig. 5-2.) For example: A parcel mailed at Vero Beach, Fla. 32960, and addressed for delivery at Derby, Conn. 06418, is in Zone 5.

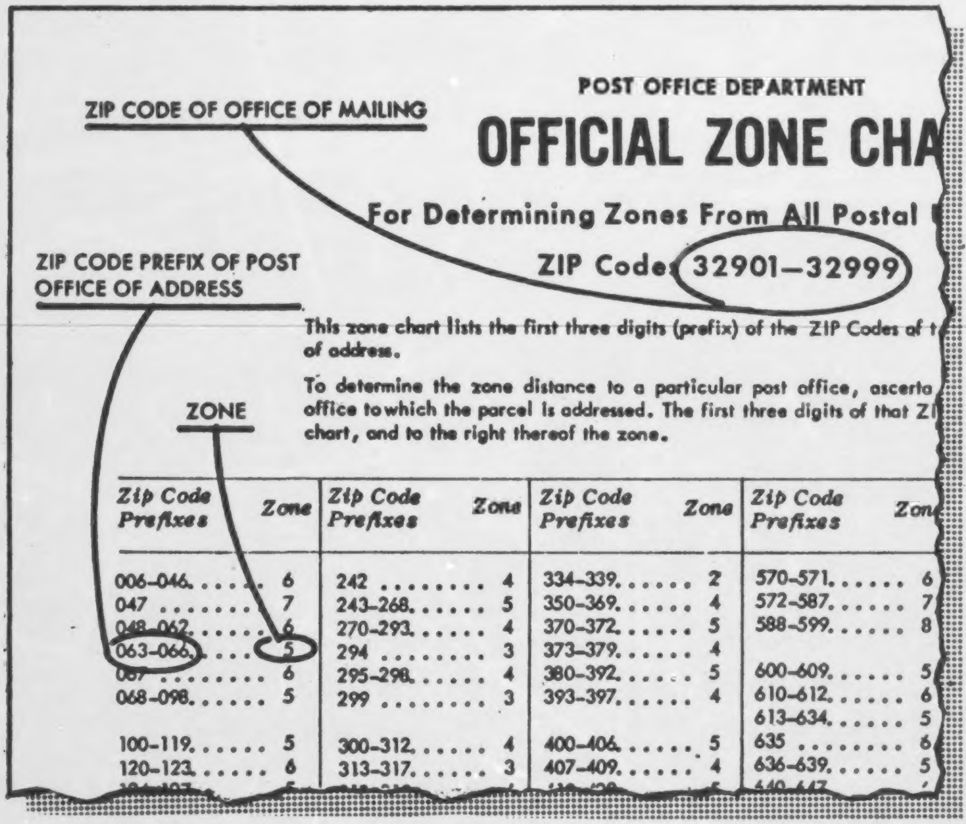
If the ZIP code of the office of address is unknown, consult POD Publication 65, *National Zip Code Directory*, or POD Publication 26, Directory of Post Offices.

For determining weight, use your beam scale or the automatic computing scale if you have one. Always remember that a fraction of a pound is considered a full pound when computing postage. When determining length and girth, measure the longest side of the parcel first to obtain the length. Then measure the girth at the thickest part. If the parcel is rectangular in shape, measure two sides and double them. This is the girth. Add the two figures and your answer will be length and girth combined. See figure 5-3. An example of this would be a package measuring 30 inches in length, 10 inches in height, and 15 inches in width, 10 + 10 + 15 + 15 = 50 inches in girth, 50 + 30 = 80 inches length and girth combined.

Parcels containing books must be marked to identify the contents of the parcel in order to be entitled to the special rates available for them. Other markings are authorized as long as there is enough room left for the address, return address, postage, and other postal endorsements. Merry Christmas, Happy Birthday, and similar markings are some that are authorized. We mentioned earlier that letters may be attached to parcels when postage at the first-class rate has been applied to the letter.

The special fourth-class rate and the library rate are computed on the basis of the weight of the piece regardless of the zone to which addressed. Consult the *Postal Service Manual*, part 135, for the current rate of postage and the articles that qualify for these rates.

Always examine a package presented to you for mailing for complete address, including return address. A complete return address is required on parcel post. As mentioned earlier, parcels mailed from ships and overseas stations


ZIP CODE OF OFFICE OF MAILING
ZIP CODE PREFIX OF POST OFFICE OF ADDRESS
ZONE

POST OFFICE DEPARTMENT

OFFICIAL ZONE CHA

For Determining Zones From All Postal

ZIP Codes 32901–32999

This zone chart lists the first three digits (prefix) of the ZIP Codes of t
of address.

To determine the zone distance to a particular post office, ascerta
office to which the parcel is addressed. The first three digits of that ZI
chart, and to the right thereof the zone.

Zip Code Prefixes	*Zone*	*Zip Code Prefixes*	*Zone*	*Zip Code Prefixes*	*Zone*	*Zip Code Prefixes*	*Zon*
006–046	6	242	4	334–339	2	570–571	6
047	7	243–268	5	350–369	4	572–587	7
048–062	6	270–293	4	370–372	5	588–599	8
063–066	5	294	3	373–379	4		
067	6	295–298	4	380–392	5	600–609	5
068–098	5	299	3	393–397	4	610–612	6
						613–634	5
100–119	5	300–312	4	400–406	5	635	6
120–123	6	313–317	3	407–409	4	636–639	5

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Figure 5-2.—Determining parcel post zone using the Official Zone Chart.

take the zone rate applicable from the Fleet Post Office address of that ship or station. Therefore a parcel mailed from a ship with the FPO address of New York, N.Y. is considered mailed in New York, no matter what part of the world the ship is in. This is true for any FPO or APO. Mailers of fourth-class articles may use any of the usual methods of paying postage.

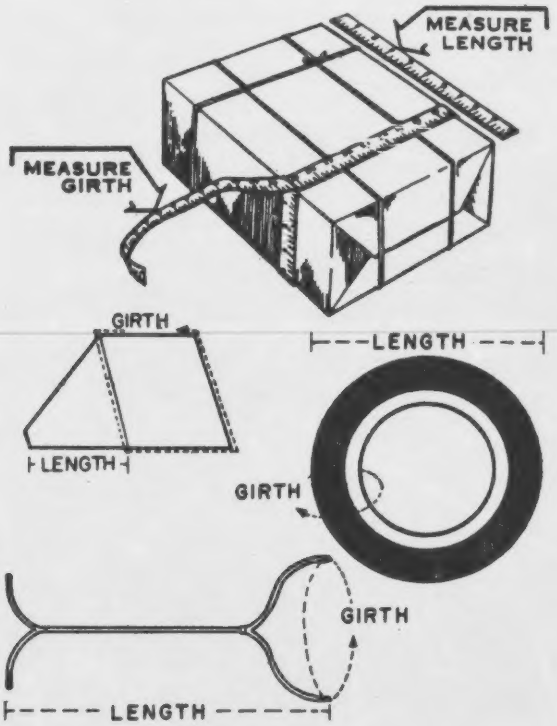
Airmail

Airmail is mail carried by air and by the fastest connecting surface carrier and given the most expeditious handling in dispatch and delivery. It is not a class of mail but a special service of the Post Office Department. Any matter acceptable in the domestic surface mail may be sent by airmail except:

- Anything susceptible to damage or which may be rendered harmful by changes in temperature of atmospheric pressures and not protected against the effects of such changes.
- Permanent magnetic materials with unconfined fields.
- Matter specifically excluded by appropriate Federal agencies from air shipment.

Postage is charged on airmail in one of the following methods:

- Per ounce up to and including 9 ounces—except airmail postal and post cards.



60.109
Figure 5-3.—Various examples of length and girth.

- By zone over 9 ounces for air priority mail and air parcel post.
- Each portion of a double air post card must be prepaid at the air card rate when originally mailed, except when the reply portion is prepared as a business reply air card.

There are charts in part 136 of your Postal Service Manual to assist you in computing postage at the airmail rate.

Air parcel post articles addressed to military post offices overseas (Army, Air Force, and fleet post offices, and naval vessels) require postage at the airmail zone rate applicable between the mailing post office and the post office shown in the address.

The eighth zone airmail rate applies to articles mailed between the United States and its possession, the Canal Zone, and the islands of the Trust Territory of the Pacific. The airmail rates according to zone apply to articles mailed between the United States and the Commonwealth of Puerto Rico, and the Virgin Islands.

Airmail may be sent insured, certified, registered or special delivery subject to the conditions governing the class of mail that the airmail article happens to be. Postage on airmail may be paid by adhesive postage stamps, stamped cards or envelopes, meter stamps, or permit imprints.

Official Mail

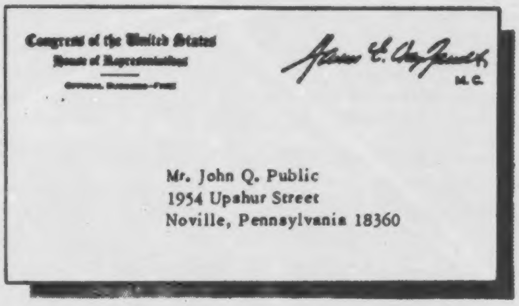
Official mail may be described briefly as mail which is deposited for mailing by or to any official Government agency, department, office, or officer. Official mail falls in one of four categories: Franked, Penalty, Diplomatic or Consular, and Postage and Fees Paid mail.

Franked Mail

Official mail sent by the Vice President, Members of Congress, and other officials authorized to use franked mail, is accepted without prepayment of postage, but must bear the frank, which is a written signature, or a printed facsimile signature instead of a postage stamp. (See fig. 5-4). The frank will be on the address side of the article placed in the space where the stamp would be.

Franked mail is only acceptable and forwarded as ordinary mail. Any required fees for special services must be paid at the time of mailing.

A person entitled to use franked mail may not loan his frank or permit to any other person,


Congress of the United States
House of Representatives
[illegible]

M.C.

Mr. John Q. Public
1954 Upshur Street
Noville, Pennsylvania 18360

60.12
Figure 5-4.—Envelope labeled for franked mail.

committee, organization or association. This restriction does not apply to any committee composed of Members of Congress.

Official correspondence is limited to 4 ounces, except that when addressed to a Government official by title the limit is 4 pounds.

Penalty Mail

Penalty mail is sent without prepayment of postage. Authorized users transmitting official mail under the penalty privilege must show in the upper right corner of the address side the printed statement of the penalty of misuse: "Penalty for Private Use to Avoid Payment of Postage, $300." The printed statement of the penalty for misuse may not be handstamped, handwritten or typewritten. They must also show, over the words Official Business in the upper left corner of the address side, the name and address including ZIP CODE of the authorized user.

Airmail and other special services may not be given official mail in penalty envelopes without prepayment of postage. The only exception to this is envelopes of a President-elect and those containing urgent official communications of the Postal Service. Official mail of the Postal Service may be sent also as registered, certified, or special delivery mail without prepayment of the postage or fees.

No article or package of official matter, or number of articles or packages of official matter, constituting in fact a single shipment exceeding 4 pounds may be admitted to the mail under the penalty privilege except stamped paper and supplies sold or used by the Postal Service, and books or documents published or circulated by order of Congress when mailed by the Superintendent of Documents. Official matter in packages exceeding 4 pounds, if otherwise mailable, will be accepted on payment of postage at the fourth-class rate within the limits of weight prescribed for such matter. Such parcels may be sealed or unsealed, and may include written matter when mailed at those rates.

Diplomatic or Consular Mail

All correspondence, written or printed, from members of the Diplomatic Corps, or exchanged between consulates, of the countries of the Postal Union of the Americas and Spain stationed in the United States, may be transmitted in the domestic mail without prepayment of postage.

For Diplomatic mail all envelopes, cards, tags, wrappers, and labels must show in the upper left corner of the address side, the name of the Ambassador or Minister or the name of the Embassy or Legation, together with the Post office address. In the upper right corner of the address side, the inscription "Diplomatic Mail" will be placed over the word "FREE".

For Consular mail all envelopes, labels, etc.., must show in the upper left corner of the address side, over the words Official Correspondence, the name and address of the Consul or Consulate, name of the country being represented. In the upper right corner of the address side, the inscription "Consular Mail" is placed over the word "FREE".

The inscriptions as stated above may be handwritten, handstamped, or printed.

All correspondence for Diplomatic and Consular may not exceed 4 pounds in weight.

Postage and Fees Paid Mail

Authorized Government departments or agencies transmitting official mail bearing the Postage and Fees Paid indicia, is subject to the weight and size limits of its class and shall be given the postal service indicated on its cover. Postage and Fees Paid mail accepted for delivery in another country, must comply to the limits of size and weight applicable to international mailings of the country to which it is addressed.

Most Official mail you will handle is transmitted as Postage and Fees paid mail. A complete list of the authorized departments and agencies using this method may be found in Part 137 of the Postal Service Manual.

The Postage and Fees Paid indicia along with the eagle symbol shall be located in the upper right corner of letter size mail. The eagle symbol on ordinary size letter mail shall be located 3/8 inches from the top edge and 3/8 inches from the right edge of the mail piece. (See fig. 5-5). The eagle symbol on airmail letter size mail shall be located ½ inch from the top edge and ½ inch from the right edge of the airmail parallelogram stripes. The eagle symbol is not required on other than letter size envelopes, cards, and self-mailers. (Fig. 5-5).

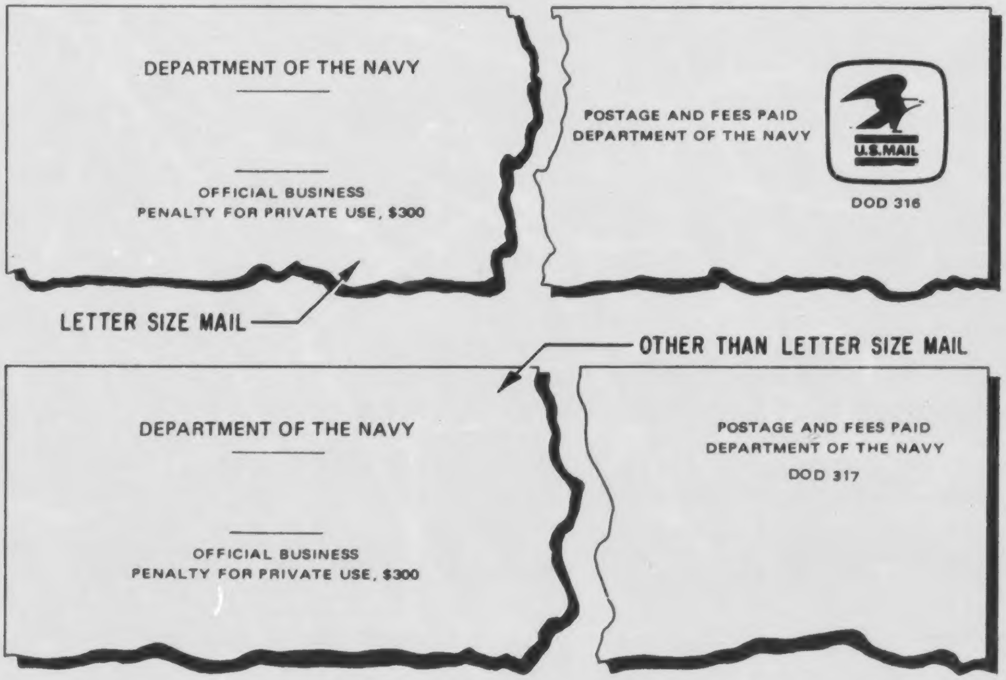
The indicia "Postage and Fees Paid", "Department of the Navy", and Identification Code Number, (DOD-316 Navy Mail and DOD-317 Marine mail), will be centered and appear to the left of the eagle symbol. (Figure 5-5), In the Upper left corner of the address side will be printed "Department of the Navy", and below a return address base line, "Official Business" followed by the statement "Penalty For Private Use $300"., as shown in figure 5-5.

When official business envelopes are ordered and printed locally with the Postage and Fees Paid indicia, be sure the inscriptions are clear and sharp.

Another type of free mail that you will handle, is absentee balloting material, to encourage every person to take full advantage of his or her right to vote, if eligible, no matter where they are in the world. All servicemen or women, members of the Merchant Marine of the U.S., and civilian employees of the United States serving outside the United States are authorized to vote by absentee ballot. Some states also permit absentee voting under additional circumstances. This way they may vote in any general election. Balloting materials are sent to registered voters and after completion are returned by airmail free of postage.

Mixed Classes

The term mixed classes means two classes of mail sent as a single parcel. It is possible for first- and third-class articles to be attached to, or enclosed in second-, third, and fourth-class mail. Normally when mail of a higher class is enclosed with that of a lower class, postage on the entire package is charged at the rate for the higher class. The exceptions to this rule are listed in Part 139 of the *Postal Service Manual.*


DEPARTMENT OF THE NAVY
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300
POSTAGE AND FEES PAID
DEPARTMENT OF THE NAVY
U.S.MAIL
DOD 316
LETTER SIZE MAIL
OTHER THAN LETTER SIZE MAIL
DEPARTMENT OF THE NAVY
OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, $300
POSTAGE AND FEES PAID
DEPARTMENT OF THE NAVY
DOD 317

60.121

Figure 5-5.—Official Mail Inscription on Postage and Fees Paid Mail.

If postage is not paid in the proper manner postage on the package may be charged at the higher rate applicable to the enclosure. Knowingly concealing a letter in a package to avoid payment of postage subjects the mailer to a fine of not more than $100.

POSTAGE PAYMENT

Postage on all mail must be fully prepaid at the time of mailing with the following exceptions:

Business reply mail.
Federal Government and free mail.
Certain mail for the blind.
Mail sent by members of the Armed Forces.
Letters and printed matter carried or delivered by vessels not regularly employed in carrying mail.
Keys and identification devices returned to owners.

Some of this mail such as that labeled FREE and certain mail for the blind is transmitted free of postage. On all other mail listed above, postage is collected on delivery.

Shortpaid or Unpaid Mail

Mail of any class including that for which special services is indicated (except registered mail), received at either the office of mailing or office of address without any postage, or without sufficient postage will be:

- Marked to show the total deficiency of postage and fees.
- Dispatched promptly to the addressee by means of the regular or special service indicated.
- Delivered to addressee on payment of the charges marked on the mail. As an exception, when quantity mailings of ten or more pieces are received at the office of mailing without any postage or without sufficient postage, the mailer is notified without charge, preferably by telephone, in order that the postage charges may be adjusted before the mail is dispatched. When the addressee refuses to pay the deficient postage, and when the mail is undeliverable for any other reason it is handled as follows:
- First-class mail, including airmail, bearing a return address is returned to the sender and delivered on payment by him of the total of the deficient postage, the forwarding postage if any, and the return postage.
- All mail that does not bear a return address is disposed of in accordance with the *Postal Service Manual*.

Postage on Shortpaid Mail

Postage stamps stuck to mail are canceled when the mail is first received in the post office. Postage stamps or meter stamps originally affixed to shortpaid mail are, when it is again presented for mailing, accepted in payment of postage to the amount of their face value.

CHAPTER 6

SPECIAL MAIL SERVICES—REGISTERED MAIL

Special mail services provide for the handling of mail in other than the routine, ordinary manner. These special services require fees in addition to the regular postage. Registered mail is one of the special mail services available to the public. It is mailable to and from Navy post offices. The various other services are covered in chapter 7. This chapter deals with domestic registered mail, while registered mail to foreign countries is discussed in Chapter 10, International Mail.

Registered articles may contain money, valuable articles, or classified matter. You should be familiar with the definition of classified matter and the three categories of such matter (Top Secret, Secret, and Confidential). You may wish to refresh your memory by referring to Chapter 15 of Navy Regulations, and to the Security Manual. Chapter 16 of this course also contains information on the handling of classified matter, as applicable to your particular situation as a Navy Postal Clerk.

PURPOSE

Registered Mail provides added protection for valuable and important mail that is not otherwise available for ordinary mail. It gives the mailer evidence of mailing and delivery. Not only is it the safest means of any mail service, it also provides payment of indemnity if an article is lost or damaged. When requested by a mailer who pays the proper fee, it provides for restricted delivery, to show to whom and where delivered.

Safety

From the time a piece of mail is registered until it is delivered, someone is always personally responsible for its safety. The fact that certain classified information may be sent by registered mail is evidence of the confidence placed in the registry system.

Receipt System

No record is made of the handling and delivery of ordinary mail. Such a task would be a tremendous job, while the contents of most letters and packages actually do not warrant such attention. On the other hand, registered mail service provides a receipt to the sender at the time of mailing. Each registered article is assigned a number for identification purposes, and this number is placed on the article and its receipt at the time of mailing. A continuous chain of receipts is thereafter maintained by each person that handles the article. The person who last signed the receipt is responsible until he in turn obtains a receipt for the mail. Responsibility thus passes from one person to the next until the article is ultimately delivered to the addressee, who also signs a receipt. This system of receipts provides the basis for the security of the registry system.

Return Receipt

If the sender should desire evidence of delivery, he may obtain a return receipt from the addressee by paying a fee in addition to the postage and registration fee. (Return receipt procedures are discussed in ch. 7).

Indemnity

In addition to safeguarding the mail, the registry system provides for the payment of indemnity when registered mail is lost, damaged, or stolen. The maximum indemnity payable is $10,000. The need for such payments, however, occurs very rarely. (Handling of claims for indemnity is discussed in ch. 14).

Restricted Delivery

The sender may request restricted delivery service on a registered article, which provides delivery only to the addressee, or to someone named by the addressee in writing. The rules governing restricted delivery are outlined in part 161 of the Postal Service Manual. (Restricted delivery procedures are also discussed in chapter 7 of this rate training manual).

ACCEPTING MAIL FOR REGISTRY

Registration of U.S. domestic mail may be obtained upon request at all Military post offices and at any U.S. civil post office, branch, or station.

Mail Eligible

All mailable matter of all classes, with postage prepaid at the first-class or airmail rate may be registered. Stamps or meter stamps must be attached representing all postage and fee charges.

Mail may not be registered if it is placed in street or shipboard dropboxes, in mail drops at post offices, or if it is not properly prepared.

Before mail may be accepted for registry, it must be prepared in accordance with the conditions listed below, which pertain chiefly to packaging, sealing, and addressing.

Preparation by Sender

The preparation of mail for registry is the responsibility of the sender. Postal employees and Postal Clerks are not permitted to assist in the preparation or sealing of mail to be registered, but may advise the sender.

Letters are by far the most common type of mail presented at a Navy post office for registration. Envelopes must be of strong construction and must be securely sealed. Envelopes such as those sold by the U.S. Postal Service are ideally suited for registry.

Envelopes or packages that are smudgy, or that appear to have been opened and resealed, may not be registered. This regulation makes it easier to determine whether registered articles have been tampered with after being placed in the mail.

Envelopes should be completely sealed. Self-sealing envelopes are not to be used. Window envelopes must have panels covering the opening. If transparent panels are glued to the envelopes, they may contain only matter without intrinsic value. If the panel is part of the envelope, the envelope may be used for all registered mail.

Fragile articles must be adequately packed and prominently endorsed FRAGILE. Envelopes or outer wrappers must be sufficiently strong to withstand normal handling. You should refuse to accept any package that is not properly packed.

When sealing envelopes the sender should not place paper or cellulose strips or wax or paper seals over the intersections of flaps of letter size envelopes where the postmark impressions are made. Packages should be wrapped and sealed with mucilage or glue or with plain paper or cloth tape. Packages containing currency or securities may not be sealed exclusively by use of paper strips, but must first be sealed securely with mucilage or glue. Large envelopes (flats) which are completely sealed and which also have paper strips or paper tape across the intersections of the flaps may be considered packages so far as the sealing requirements are concerned. Tape that will not adhere in such a manner as to damage the envelope or wrapper if removed, or tape which will not absorb a postmark impression, may not be used on registered mail.

On registered mail, addresses of both the sender and of the addressee must be complete. Titles may be used instead of a name. For example, "Commanding Officer," "Treasurer," or "Officer-in-Charge" are all acceptable as part of an address or as part of a return address. Such simplified addresses as "Boxholder," "Occupant," or "Resident" followed by an address but without a name are not acceptable. Encourage the sender to place his return address on the face of the letter, but do not refuse to register a piece of mail simply because the return address appears on the back rather than on the front.

Declaration by Sender

When presenting matter for registration, the sender is required to furnish the Postal Clerk with certain information regarding the item. The sender must state whether or not the article is fragile, and must describe how it is packed if requested to do so. He also must declare the value of the article.

The sender is required by law to declare the full value of mail matter presented for registration. The fact that private insurance may be carried on registered mail does not modify the requirement for declaring the value as defined in figure 6-1.

When accepting official mail for registration, the government agency or official must declare the value of the matter presented so that it may be given proper care.

Unless the sender states that an article has no monetary value, be certain that a value has been declared before you accept the article for registry.

Usually the full amount of indemnity is desired. Whether the sender desires indemnity or not, he must state the value of the article presented in order that you may determine the appropriate fee.

Computation of Postage and Fees

Compute the postage, fees, and other charges as soon as you have determined that the article is acceptable for mailing and the sender has declared the value. Weigh the article first to determine the first class or airmail postage before computing the fees. Then refer to the *Postal Service Manual* and compute the registry fee in accordance with the declared value. The current amounts of registry fees and their corresponding limits of indemnity are not quoted here because they have undergone in-

DECLARATION OF MAIL VALUE REQUIRED OF SENDER

Kind of mail matter	Value to be declared
Negotiable instruments — Instruments payable to bearer, and MATURED interest coupons	Market value
Nonnegotiable instruments — All registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents. Certificates of stock including those endorsed in blank, are considered nonnegotiable so far as declaration of value is concerned.	No value, or replacement cost if postal insurance coverage is desired.
Money	Full value
Jewelry, gems, precious metals	Market value or cost
Merchandise	Market value or cost
Nonvaluables — matter not having intrinsic value such as letters, files, records, etc.	No value, or replacement cost if postal insurance coverage is desired.

60.122

Figure 6-1.—Requirements for declaring the value of registered mail.

creases during the past several years, and remain subject to change.

Registry may be combined with certain other services. The sender may desire airmail service, return receipt, special delivery, or restricted delivery. In order to figure the total correctly, you should compute the charges in the order shown on the registry receipt.

The total (fees AND postage) is to be paid in postage stamps affixed in the upper right corner by the patron. Regular stamps are ordinarily used. If the article is to be sent by airmail, airmail stamps may be used. Business reply mail may not be registered unless postage and all fees are fully prepaid.

Registration fees will not be refunded after the mail has been accepted.

Registration Without Prepayment

The following types of official mail may be sent by registered mail without payment of a registration fee:

- Official mail of authorized Government departments and agencies.
- Census mail.
- Naturalization and immigration mail.
- Diplomatic and consular mail.
- Currency for redemption.
- U.S. Savings Bond matter.

Currency for redemption and U.S. Savings Bond matter have to meet certain requirements when accepted without prepayment of postage and fees. Check your Postal Service Manual Part 161 for these requirements.

With the exception of those items listed above, the only type of mail entitled to registration without prepayment which you will be handling is the official mail of the Postal Service. Examples of this are money for stamp requisitions and remittances of money order funds. Any other funds sent by mail should always be registered. Use an official Post Office envelope or a package bearing an official mailing label.

If an occasion arises where you are in doubt as to whether matter presented for mailing is entitled to registration without prepayment, or if other conditions must be met, consult your Postal Service Manual.

Registration Numbers

Registration numbers are prepared locally and should commence with Number 1 on the first day of each calendar year and continue throughout the year. An exception to this method is sometimes found at parent Navy post offices where, to prevent a conflict of numbers, a special series (or block) of numbers is assigned to their subordinate NPO Units. To reduce time and paperwork in connection with registration aboard large ships and ships with staffs on board, a block of numbers may also be assigned to the captain's office, flag office, or squadron for its use. This is advantageous where such office uses the firm mailing book to record its outgoing registers. Each number of the block assigned is entered in the firm mailing book as it is used. The assigned block of numbers should approximate the annual number of registrations at the units involved. Such a series assigned to a unit might, for example, be from 1000 to 1999, inclusive. If the series should become exhausted before the end of the year, the same series is started again. At an independent NPO, unless otherwise instructed by your postmaster or other competent authority, start with No. 1 in January and continue until the end of the year.

PROCESSING

The processing of registered mail consists of endorsing, postmarking, issuing a receipt to the sender, and canceling the stamps.

Endorsing

The registration number is placed on each article and its receipt at the time of mailing.

Endorse the envelope or wrapper in the lower left corner of the address side with the regulation rubber stamp REGISTERED NO.____, and legibly enter the registration number in the space provided. Articles too small for this endorsement should be endorsed with the letter R, followed by the number. Add the letter X after the registration number on all outgoing U.S. Postal remittances and foreign articles having a value of $400 or more.

Postmarking

All registered mail must be legibly postmarked, using the all purpose stamp. Postmark letters twice on the back on the crossing of the upper and lower flaps or, if paste-on return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Postmark packages sealed with paper strips across opposite edges of the strips. Use additional postmarks if this would make rifling more difficult. Postmark on the address side registered mail sealed on the address side. When large mailings consist of letters, containing written or printed matter of little value, the envelopes may be postmarked once on the back by running them through a cancelling machine.

Issuing a Receipt

An article is not considered as registered until it has been accepted and an official receipt issued therefor. This receipt is prepared by the Postal Clerk at the time the article is accepted. All appropriate information concerning the registered article must appear on the registry receipt, PS Form 3805 (fig. 6-2). The registration number is, of course, the same as the one shown on the registered article. The date is the actual date of mailing. If the article is entitled to free registration or registration without prepayment, as discussed earlier in this chapter, write "Official" or "Off" on the line reading "Value." If the article contains correspondence or other matter without value, write "No Value" on this line. Do not place the value for which an article is registered on the article itself. This information should appear only on the receipt. Indicate the amount of any special service fees, and place your initials on the appropriate line. If the article is fragile or is sent by airmail, stamp the proper endorsement on the receipt; be careful not to obscure other information.

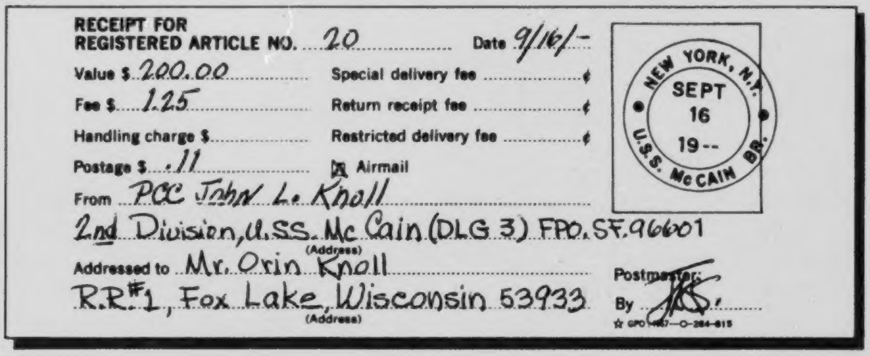
The registry receipt is prepared in duplicate. Give the original to the sender, and keep the carbon copy as your office record of mailing.

Canceling Stamps

After you have collected the required postage and fees from the sender, and he has placed the stamps on the registered article, and you have given him his receipt, you are ready to cancel the stamps.

The cancellation is performed by means of a HARDWOOD CANCELER or a COMPOSITION CANCELER that makes the impressions shown in figure 6-3. The hardwood canceler is designed to make a distinct circular impression. The composition canceler consists of an oval piece of composition inserted into a brass socket attached to a wooden handle. Your postmaster will furnish your post office with one or both of these devices at the time of establishment.

After the mail is processed, as discussed above, it is ready for dispatching.



RECEIPT FOR
REGISTERED ARTICLE NO. 20 Date 9/16/-
Value $ 200.00 Special delivery fee ¢
Fee $ 1.25 Return receipt fee ¢
Handling charge $ Restricted delivery fee ¢
Postage $ .11 ☒ Airmail
From PCC John L. Knoll
2nd Division, U.S.S. Mc Cain (DLG 3) FPO. SF. 96601
(Address)
Addressed to Mr. Orin Knoll
R.R.#1, Fox Lake, Wisconsin 53933
(Address)

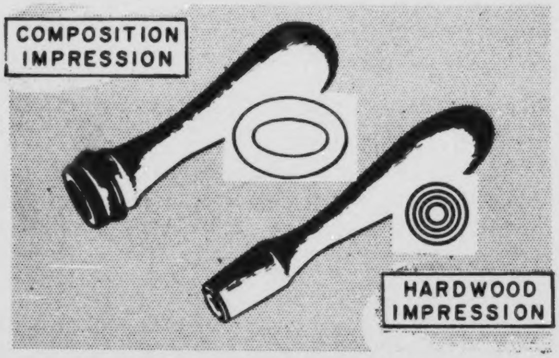
NEW YORK, N.Y. SEPT 16 19-- U.S.S. McCAIN BR.

Postmaster:
By

☆ GPO 1967—O-284-815

60.14(60B)

Figure 6-2.—PS Form 3805, window receipt for registered article.



60.15

Figure 6-3.–Hardwood canceler and composition canceler.

PREPARING FOR DISPATCH

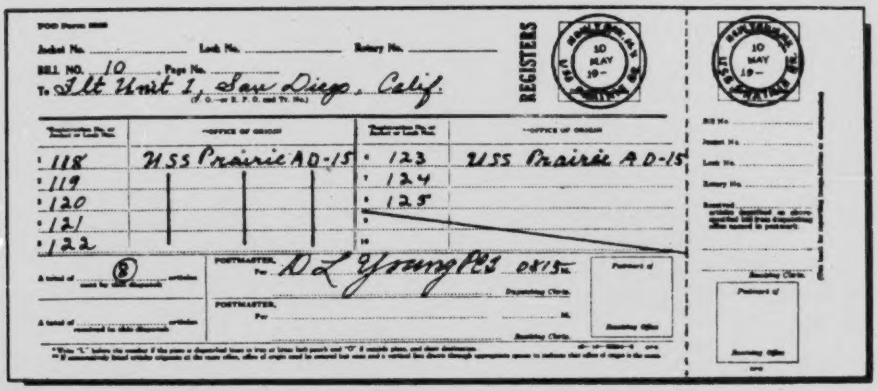
Registered mail is prepared for dispatch by preparing a Manifold Registry Dispatch Bill, and by selecting a pouch, a sack jacket, or a registered paper jacket, and an appropriate locking device. Before determining method of closure for a registered mail pouch, lock or lead seal, check Part I. SNDL. Ships operating a Navy post office are denoted by an asterisk (*). In order to have a rotary-lock key, a ship must have a post office in operation. The method of dispatch to be used should be determined as early as practicable to permit adequate transportation planning.

The Manifold Bill

Dispatching of registered mail begins with the preparation of the PS Manifold Dispatch Registry Bill. The preparation of this form is referred to as billing. Manifold books are available in the following sizes:

PS Form 3851– 5-Entry–Book of 100
PS Form 3852–10-Entry–Book of 300
PS Form 3853–20-Entry–Book of 300
PS Form 3854–30-Entry–Book of 300

The 10-entry Form 3852 mentioned above is recommended for use in an average Navy post office. However, if an unusually large number of registers is dispatched regularly, the 20 or 30-entry form may be more convenient. Such may be the case in a flagship. Each time a registered article changes hands within the Postal Service, a receipt is given. The manifold bill serves as this receipt. In this way, several registered articles can be listed on the bill and receipted for at the same time. See figure 6-4. Each manifold bill is numbered consecutively by the dispatching office. Consecutive numbers should commence with number 1 on the first day of each year and continue throughout the year. If more than one page is needed, the additional pages are numbered consecutively. Every bill is prepared in duplicate. You should prepare and enclose additional copies of dis-



Jacket No. .... Lock No. .... Rotary No. ....
BILL NO. 10 Page No. ....
To Flt Unit 1, San Diego, Calif.

REGISTERS

10 MAY 19–

1 118	USS Prairie AD-15	6 123	USS Prairie AD-15
2 119		7 124	
3 120		8 125	
4 121		9	
5 122		10	

A total of (8) articles

POSTMASTER, Per D L Young PC3 0815

POSTMASTER, Per

60.16

Figure 6-4.–PS Form 3852, manifold registry dispatch bill.

patch bills when specifically requested to do so by the unit receiving the dispatches. The coupon on the right of the bill is used by the receiver of registered mail to report irregularities or discrepancies made by the dispatching office.

Listing the Registers

When registered mail is enclosed in a pouch to be handled entirely within the military postal system, such as between oversea activities or between ships and oversea shore stations, all registered articles must be descriptively listed on the manifold registry dispatch bill. When registered mail is enclosed in pouches labeled to a U.S. Civil post office, it should be individually and descriptively listed by number and office of origin or ZIP Code on all dispatch bills.

Fill in each line; do not skip any lines. When all articles are listed, draw a diagonal line through any blank spaces remaining, to prevent any unauthorized additions. Check the registers by number and by actual count and enter this number at the bottom in the appropriate space. FIGURES and not words must be used to show the total number of articles dispatched. Your signature, and that of a witness authorized to have access to the post office must be entered in the space provided for dispatching clerks. Signatures must be written and include at least one initial, not just the last name. Postmark the bill and coupon in the space provided.

METHODS OF DISPATCHING

There are several methods of dispatching registered mail, each of which is discussed in this section.

The hand-to-hand method is comparatively the easiest method to employ, especially when in a United States port. There are several other methods of dispatching registered mail and when hand-to-hand delivery is not possible, one of the following methods may be used: dispatch by numbered lead seal, rotary-lock pouch, or by registered jacket.

Hand-to-Hand Method

When hand-to-hand delivery can be made, all you need do is to turn over the registers, together with the manifold bill, to the receiving clerk. He verifies the numbers, and counts the articles, signs his name as receiving clerk at the bottom of the bill, and postmarks both copies of the bill. He also enters the number of articles received in the dispatch, which must agree with the number listed by you. The original bill goes with the mail. The duplicate is kept in the manifold book as a record for the dispatching office.

Rotary-Lock Pouches

Each registered article dispatched from a Navy post office normally is enclosed in a pouch and secured with a rotary lock or a numbered seal, except when impracticable because of size or shape. If an article cannot be enclosed in a pouch, treat it as an outside piece and have it receipted for on a manifold dispatch bill similar to registered pouches.

When selecting equipment for a registered dispatch, do use torn or otherwise defective pouch or sack. Any hole larger than a dime in a pouch or larger than a 50-cent piece in a sack, renders the equipment unusable.

Check each listed article against the corresponding entry on the dispatch bill. The importance of this cannot be overemphasized, because once you have checked the articles and signed the bill, you are entirely responsible until another clerk has signed and receipted for them. Before you secure the pouch or sack, always check the dispatch bill for the following:

- The bill is signed and witnessed.
- The bill and label are being sent to the same post office.
- The lock number and rotary number on the bill correspond to the lock you are using.

Tie the registered articles together by number as listed on the bill. Place the original bill under the first article in the tie. If some of the registers cannot be placed in the tie because of their shape or size, it is permissible to place them loose in the pouch. If the items are all boxes, place the original of the manifold bill in a penalty envelope and put the envelope in the pouch.

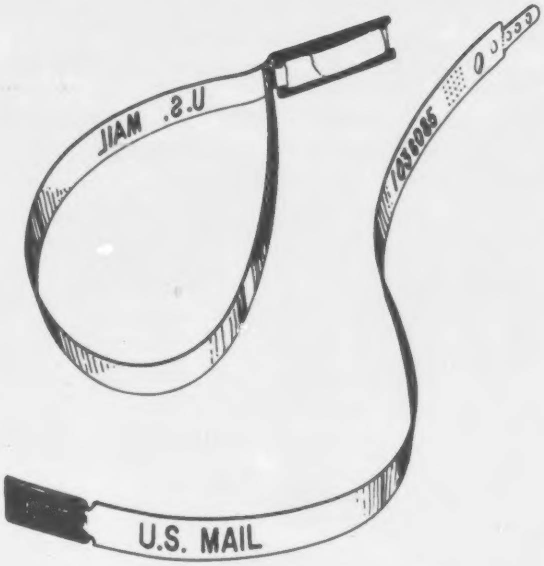
Place the registered articles being dispatched and the original manifold bill in the pouch. The duplicate bill is retained in the manifold book as the dispatching office record. After locking the pouch, with the rotary number of the lock facing up, make certain the lock is secure. Endorse the label of the pouch showing destination and originator, and postmark it on the back.

A registry pouch is dispatched and handled as one piece of registered mail.

You will recall that the manifold bill and the registered articles are now inside the locked pouch. The bill inside is for use at the destination. In order that you may obtain a receipt for the pouch (to protect yourself) it will be necessary to prepare another manifold bill for the pouch itself. Prepare the bill as for any registered article. You may list any number of pouches on one bill, as space permits. The person receiving the pouches signs the original and the duplicate manifold bill, and keeps the original for his records. The duplicate is retained in the manifold book as a dispatching office record.

Numbered Seal Pouches

Numbered seals are always used on registered pouches that are given airmail service. Numbered seal pouches are billed and dispatched in the same manner as rotary lock pouches, except you enter the number of the seal in the space on the inside dispatch bill identified for the rotary lock number. Use the letter S before the seal number on the bill. Bill the registered articles as previously described for rotary-lock pouches. Place the numbered seal on the pouch in the following manner: Close the hasp of the pouch over the staple and thread the small plain end of the seal, with the number down, through the bottom of the staple toward and through a grommet of the pouch. (See figure 6-5) Bend the seal back and thread the plain end through the red head of the seal until it locks. The number of the seal should appear on the outside of the seal after it is thoroughly secured.



60.123

Figure 6-5.—Numbered Seals.

Sack Jackets

Sack jackets are regular pouches closed with lead or other approved seals which contain only registered mail. In addition to the usual pouch label a durable eyeletted tag for the address, which may be either a post office or an individual addressee, (such as a ship or command), is attached to the staple. The tag and pouch label bear a registry number preceded by the letters SJ, and any other postal endorsements required. Sack jackets are normally used when registered mail is dispatched to a ship or command not having a established post office. The manifold bill is prepared, witnessed, and as in the case of a rotary-lock pouch, the original is placed inside the pouch and the duplicate is retained. Another manifold bill is prepared as a receipt for the sack jacket itself, and it is receipted for in the same manner as a rotary-lock pouch. To secure the seal, the tin band is passed over and under the flat hasp of the pouch, and is bent around so that the lead rivet is placed in the hole at the end of the band. The rivet is then set with the hand press issued by the U.S. Postal Service. See figure 6-6.

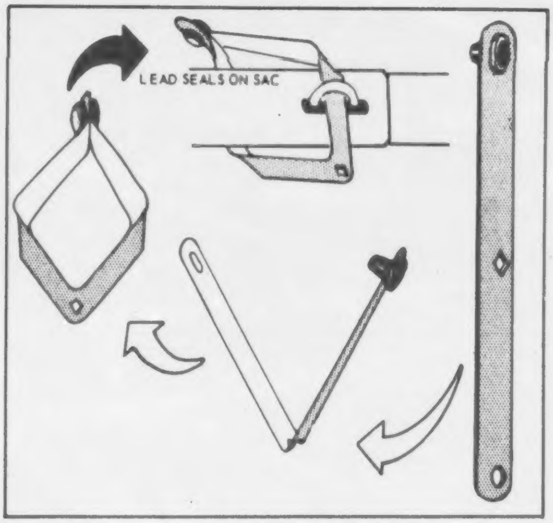


Figure 6-6.—Lead Seals.

Registered Jacket Envelopes

A registered jacket (fig. 6-7) is prepared when five or more registered articles are addressed for delivery by the same post office. By consolidating a small dispatch of registered articles into a registered jacket envelope, record keeping is minimized, and handling time is saved. Registered paper-jackets are available in two sizes: item No. P-388 is 6 inches by 11 1/2 inches; item No. P-390 is 8 inches by 13 1/2 inches. A supply of both sizes should be on hand so that you can select the appropriate size. The manifold bill for the articles enclosed is prepared in the usual manner. Have a witness check the registers against the listing on the bill and sign on the proper line. Postmark both copies and place the original of the manifold bill in the jacket with the registered articles. While the witness is still present, securely seal the jacket and place a postmark in the two spaces provided. Endorse the jacket AIRMAIL, SPECIAL DELIVERY, or FRAGILE, if such an endorsement is warranted. On some jackets these endorsements are printed, and a checkmark in the block provided will serve in place of a stamped endorsement. The jacket number and the office of destination must appear prominently on the face of the jacket. The jackets are *numbered consecutively, not from a registered-*number series, but from a separate jacket-number series. Jacket-numbers are prepared locally and should commence with No. 1 on the first day of each year and continued throughout the year. (See fig. 6-8). There are various ways this can be accomplished; this is one of them. When properly used, this form prevents duplication of numbers and a running record of sack-jackets and paper-jackets dispatched. Address registered jackets for United States naval vessels to the Accountable Postal Clerk, U.S.S. (name of ship), and endorse them Navy Mail. Mark Official Mail on jackets containing such mail from Government agencies for dispatch to or from U.S. overseas destinations.

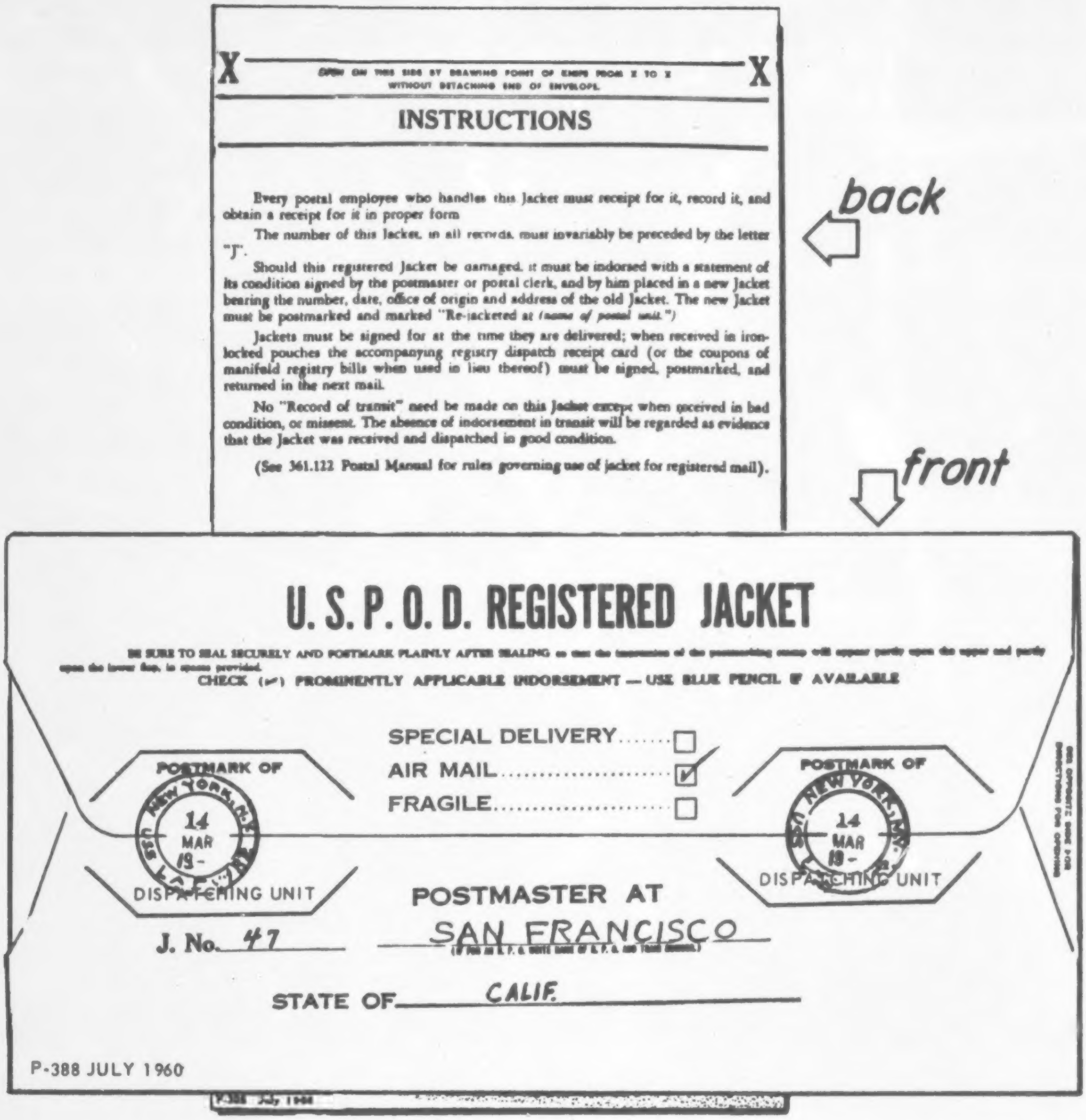
Prepare another manifold bill, in duplicate, as the receipt for the jacket itself, making certain that you add a "J" before the number. As in the case of letters and other articles, you may list any number of jackets on one bill. If hand-to-hand delivery can be made, the person to whom you hand the jacket signs for it and keeps the original bill. Your receipt is the duplicate. If such delivery is not made, place the jackets in a pouch and list them on the manifold bill in the usual manner.

Labeling

Label and dispatch registered pouches and sack jackets in accordance with current mail routing and dispatching instructions. General information on the dispatching of outgoing mail will be found in chapter 11 of this course.

When dispatching registered mail at sea via hi-line or helo certain requirements must be met.

- Prepare the manifold bill, on the rotary lock or sack jacket in triplicate. The second duplicate remains in your office, the other two copies go with the pouch. The receiving clerk will sign and return the original by the returning helo or hi-line. If he is unable to do this, he will acknowledge receipt by message, and forward the normal receipt as soon as practicable.
- In accordance with *Replenishment at Sea Instructions* (NWP 38 series), flotation gear will be utilized if the situation will permit recovery.



X — OPEN ON THIS SIDE BY DRAWING POINT OF KNIFE FROM X TO X WITHOUT DETACHING END OF ENVELOPE. — X

INSTRUCTIONS

Every postal employee who handles this Jacket must receipt for it, record it, and obtain a receipt for it in proper form

The number of this Jacket, in all records, must invariably be preceded by the letter "J".

Should this registered Jacket be damaged, it must be indorsed with a statement of its condition signed by the postmaster or postal clerk, and by him placed in a new Jacket bearing the number, date, office of origin and address of the old Jacket. The new Jacket must be postmarked and marked "Re-jacketed at *(name of postal unit.")*

Jackets must be signed for at the time they are delivered; when received in iron-locked pouches the accompanying registry dispatch receipt card (or the coupons of manifold registry bills when used in lieu thereof) must be signed, postmarked, and returned in the next mail.

No "Record of transit" need be made on this Jacket except when received in bad condition, or missent. The absence of indorsement in transit will be regarded as evidence that the Jacket was received and dispatched in good condition.

(See 361.122 Postal Manual for rules governing use of jacket for registered mail).

U. S. P. O. D. REGISTERED JACKET

BE SURE TO SEAL SECURELY AND POSTMARK PLAINLY AFTER SEALING so that the impression of the postmarking stamp will appear partly upon the upper and partly upon the lower flap, in spaces provided.

CHECK (✓) PROMINENTLY APPLICABLE INDORSEMENT — USE BLUE PENCIL IF AVAILABLE

SPECIAL DELIVERY....... ☐
AIR MAIL....................... ☑
FRAGILE....................... ☐

POSTMARK OF DISPATCHING UNIT — NEW YORK, N.Y. 14 MAR 19-

POSTMARK OF DISPATCHING UNIT — NEW YORK, N.Y. 14 MAR 19-

J. No. 47

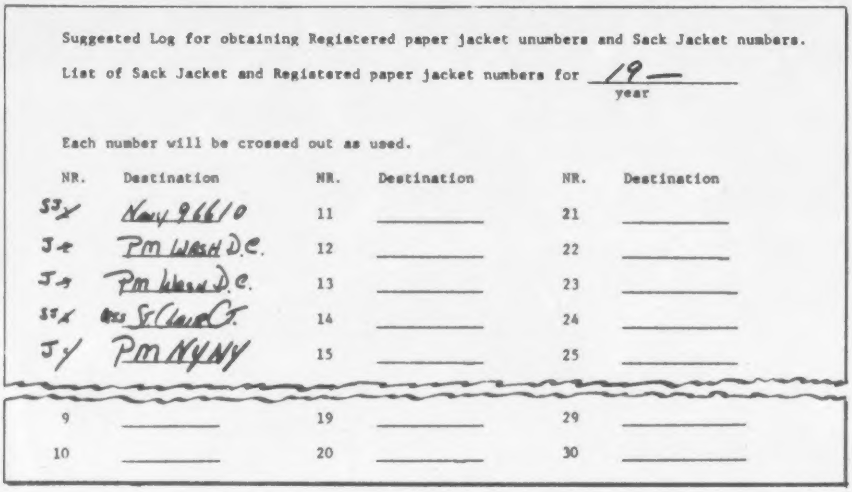
POSTMASTER AT SAN FRANCISCO

STATE OF CALIF.

P-388 JULY 1960

60.18

Figure 6-7.—Registered jacket, front and back, P-388.



Suggested Log for obtaining Registered paper jacket unumbers and Sack Jacket numbers.

List of Sack Jacket and Registered paper jacket numbers for 19—
year

Each number will be crossed out as used.

NR.	Destination	NR.	Destination	NR.	Destination
SJ ~~1~~	Navy 96610	11		21	
J ~~2~~	PM Wash D.C.	12		22	
J ~~3~~	PM Wash D.C.	13		23	
SJ ~~4~~	St Clair Co.	14		24	
J ~~5~~	PM NY NY	15		25	
9		19		29	
10		20		30	

60.110

Figure 6-8.—Suggested method for obtaining paper jacket numbers or sack jacket numbers.

If not, then weights should be used to ensure prompt sinking.

INCOMING REGISTERED MAIL

Handling of incoming registered mail requires the same processing and care upon receipt, delivery, and forwarding if necessary, as does outgoing registered mail.

Processing Upon Receipt

The individual responsibility which has been stressed for outgoing registered mail in this chapter holds equally true in the processing of incoming registered mail. All procedures listed must be adhered to.

When possible, have a witness when you open registry pouches, sack jackets, or paper jackets. Check the labels to ensure that the mail is addressed to your activity. Inspect all pouches and sack jackets to make certain there are no holes or ripped seams through which registered mail could have been removed or lost. If the pouch is secured with a rotary lock, or numbered seal, verify either the rotary and lock number, or the number on the seal against the manifold bill. If the pouch is secured with a plain lead seal, check the label against the dispatch bill to verify the sack jacket number. Open the pouches and jackets one at a time, and with the help of a witness, check each registered article against the corresponding entry on the manifold bill. When you and the witness are satisfied that the entries and the total listed are correct, write, in FIGURES, the number of articles in the dispatch and both of you sign the manifold bill as the receiving clerks. Place the time of day immediately after your name, and postmark the bill and coupon. The number of articles must, of course, agree with the number listed as being sent. Backstamp each article received for local delivery once with the all-purpose stamp, across the flap if possible. The backstamp must not overlap previous backstamps. When opening a paper jacket cut along the line provided for this purpose. (See fig. 6-7.) Remove the contents and check them against the bill in the same manner that pouches are checked. If there are no irregularities, the jacket may be destroyed after you and the witness have determined that no mail remains in it; if a discrepancy has occurred, keep the jacket on file until the discrepancy is solved.

Irregularities and Discrepancies

Upon receipt of registered articles, examine each one individually. If there are any irregularities as to preparation, acceptance, dispatch, or if an article is shortpaid, the post office at fault should be notified by means of the Registry Irregularity Report, PS Form 3826 (fig. 6-9). In fact, you may wish to use this form as a checkoff list when examining incoming registered articles for irregularities. When dispatching registered mail, this same form may be used as a checkoff list to ensure that your office is not guilty of any of the irregularities described.

Examine the articles as to condition. If there is any evidence of loss, damage, or tampering, report it to your postal officer at once. The facts should be determined immediately and a report submitted via your commanding officer to the Chief of Naval Operations, with a copy to the Chief of Naval Personnel and the accountable postmaster. Additional information on the course of action to take in such cases, and the reports to submit, are contained in chapter 15 of this course and in Chapter 6, Section 2, of the *U.S. Navy Postal Instructions*. If the registered mail contains classified matter, reference should also be made to the *Navy Security Manual*, and that publication complied with.

If an article listed on the manifold bill is not in the pouch or jacket, mark "Not Received" opposite the entry. List the missing number on the back of the coupon of the bill, and return it to the dispatching office in an official U.S. Postal Service penalty envelope. The coupon, as well as the bill, must be signed by the witness. Hold the pouch or jacket, the pouch label, and the lock or seal until the discrepancy is satisfactorily explained.

Occasionally, there will be no bill accompanying the registers. In such instances, you must prepare a bill, labeling it "duplicate" and send a copy to the dispatching office. If the bill is improperly completed, correct it, if practicable, or make out a new one in duplicate and send a corrected copy to the dispatching office.

Care of Registry Equipment

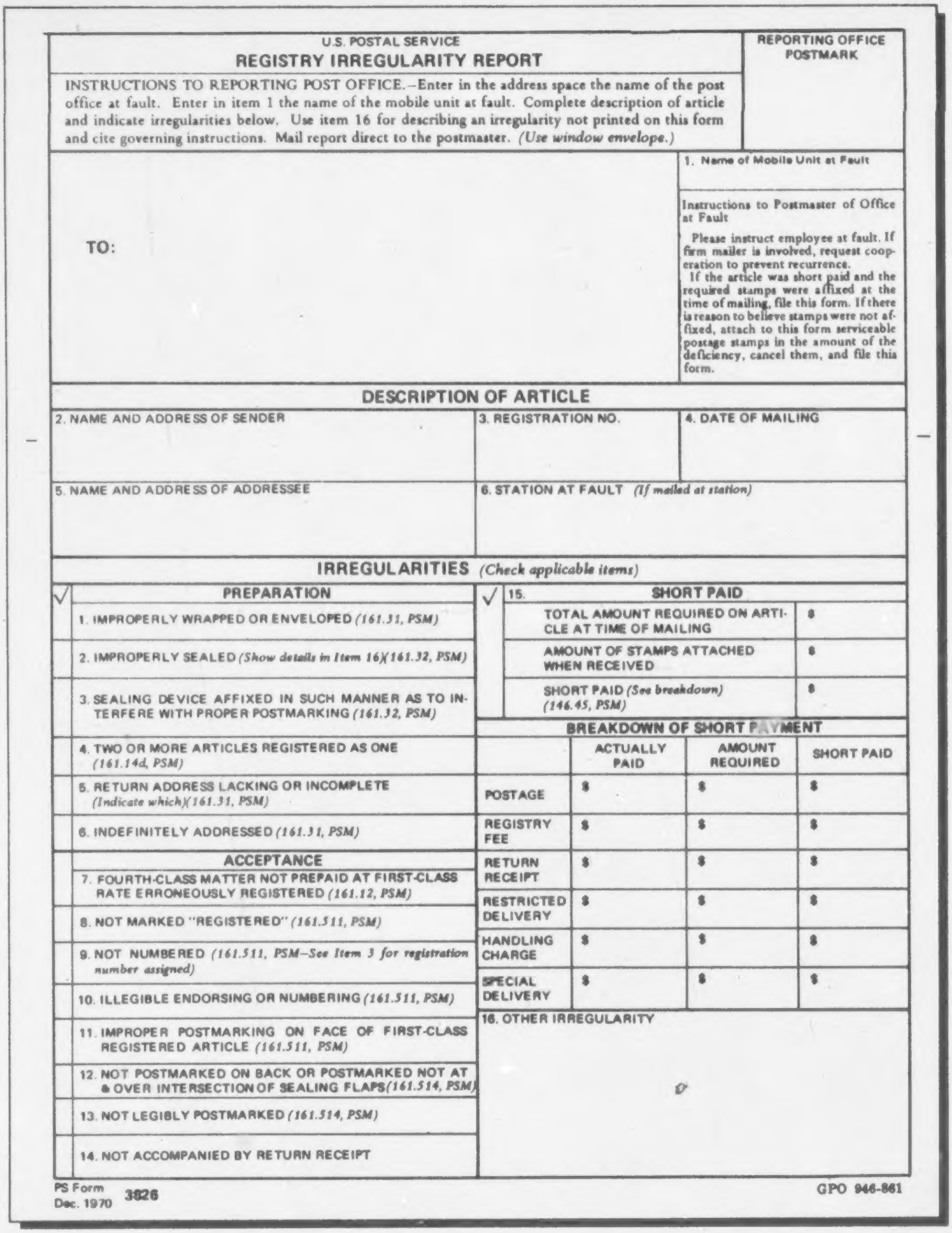
Rotary locks and keys must be given the utmost care. Unless otherwise authorized by the U.S. Postal Service, your key will be attached to the inside of the post office safe by a chain. After opening a rotary pouch, place the lock in your safe. If you cannot open a lock, never force it. Inability to open a rotary lock may be due to an excessively worn or otherwise defective key. If another key is not available do not cut the neck strap or lock shackle. Mail pouches are opened under emergency conditions by cutting the side seam beginning about 6 inches from the bottom of the pouch, and extending upward to the extent necessary to remove the mails, but not closer than 6 inches from the neck.

If a unit to which a pouch is addressed has no rotary lock key, or has a rotary lock that is damaged and cannot be opened, the above instructions should be followed. The opening of mail pouches which cannot be opened in the normal manner, or as described above, is prohibited by postal regulations. Should any of the above emergency steps become necessary, endorse the coupon of the bill covering the dispatch to show the action taken, and return it to the dispatching office. Mail bags and locks made unserviceable are packed, labeled, and forwarded to the nearest mail bag depository in accordance with the instructions contained in Subchapter 580 of the *Postal Service Manual*, or to the TNPO serving your area of operations.

Delivery

Use PS Form 3849, Mail Arrival Notice (fig. 6-10) for notifying an addressee that registered personal mail is being held for him. Advise the addressee to call in person if possible. However, he may designate another person to pick up the article for him. (See fig. 6-10) PS Form 3849 need not be used for official mail addressed to a command. The captain's office, flag office, or squadron office normally is notified by phone. Due to the volume of registered mail received by the above listed offices PS Form 3877 (fig. 6-11) is commonly used to effect delivery.

If the mail is restricted in delivery and it is not practical for the addressee to call in person, or if the article is endorsed DELIVER TO ADDRESSEE OR ORDER, the mail may be delivered to a person designated in writing by the addressee. Under the *Postal Agreement*, even



U.S. POSTAL SERVICE

REGISTRY IRREGULARITY REPORT

REPORTING OFFICE POSTMARK

INSTRUCTIONS TO REPORTING POST OFFICE.–Enter in the address space the name of the post office at fault. Enter in item 1 the name of the mobile unit at fault. Complete description of article and indicate irregularities below. Use item 16 for describing an irregularity not printed on this form and cite governing instructions. Mail report direct to the postmaster. *(Use window envelope.)*

TO:

1. Name of Mobile Unit at Fault

Instructions to Postmaster of Office at Fault

Please instruct employee at fault. If firm mailer is involved, request cooperation to prevent recurrence.

If the article was short paid and the required stamps were affixed at the time of mailing, file this form. If there is reason to believe stamps were not affixed, attach to this form serviceable postage stamps in the amount of the deficiency, cancel them, and file this form.

DESCRIPTION OF ARTICLE

2. NAME AND ADDRESS OF SENDER	3. REGISTRATION NO.	4. DATE OF MAILING
5. NAME AND ADDRESS OF ADDRESSEE	6. STATION AT FAULT *(If mailed at station)*	

IRREGULARITIES *(Check applicable items)*

✓ **PREPARATION**

☐ 1. IMPROPERLY WRAPPED OR ENVELOPED *(161.31, PSM)*
☐ 2. IMPROPERLY SEALED *(Show details in Item 16)(161.32, PSM)*
☐ 3. SEALING DEVICE AFFIXED IN SUCH MANNER AS TO INTERFERE WITH PROPER POSTMARKING *(161.32, PSM)*
☐ 4. TWO OR MORE ARTICLES REGISTERED AS ONE *(161.14d, PSM)*
☐ 5. RETURN ADDRESS LACKING OR INCOMPLETE *(Indicate which)(161.31, PSM)*
☐ 6. INDEFINITELY ADDRESSED *(161.31, PSM)*

ACCEPTANCE

☐ 7. FOURTH-CLASS MATTER NOT PREPAID AT FIRST-CLASS RATE ERRONEOUSLY REGISTERED *(161.12, PSM)*
☐ 8. NOT MARKED "REGISTERED" *(161.511, PSM)*
☐ 9. NOT NUMBERED *(161.511, PSM–See Item 3 for registration number assigned)*
☐ 10. ILLEGIBLE ENDORSING OR NUMBERING *(161.511, PSM)*
☐ 11. IMPROPER POSTMARKING ON FACE OF FIRST-CLASS REGISTERED ARTICLE *(161.511, PSM)*
☐ 12. NOT POSTMARKED ON BACK OR POSTMARKED NOT AT & OVER INTERSECTION OF SEALING FLAPS *(161.514, PSM)*
☐ 13. NOT LEGIBLY POSTMARKED *(161.514, PSM)*
☐ 14. NOT ACCOMPANIED BY RETURN RECEIPT

✓ 15. **SHORT PAID**

TOTAL AMOUNT REQUIRED ON ARTICLE AT TIME OF MAILING	$
AMOUNT OF STAMPS ATTACHED WHEN RECEIVED	$
SHORT PAID *(See breakdown)* *(146.45, PSM)*	$

BREAKDOWN OF SHORT PAYMENT

	ACTUALLY PAID	AMOUNT REQUIRED	SHORT PAID
POSTAGE	$	$	$
REGISTRY FEE	$	$	$
RETURN RECEIPT	$	$	$
RESTRICTED DELIVERY	$	$	$
HANDLING CHARGE	$	$	$
SPECIAL DELIVERY	$	$	$

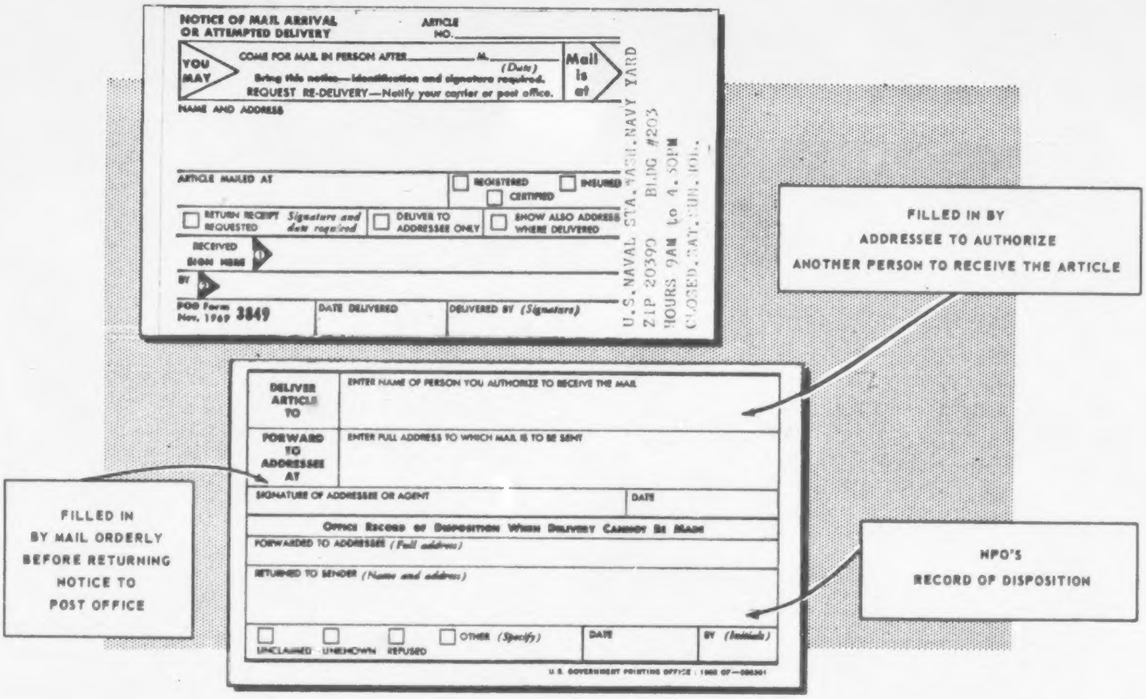
16. OTHER IRREGULARITY

PS Form 3826
Dec. 1970

GPO 946-861

60.19

Figure 6-9.–PS Form 3826, registry Irregularity Report.



NOTICE OF MAIL ARRIVAL OR ATTEMPTED DELIVERY
ARTICLE NO. ________

YOU MAY ▷ COME FOR MAIL IN PERSON AFTER ________ M. ________ (Date)
Bring this notice—identification and signature required.
REQUEST RE-DELIVERY—Notify your carrier or post office.
Mail is at ▷

U.S. NAVAL STA. WASH. NAVY YARD
ZIP 20390 BLDG #203
HOURS 9AM to 4.30PM
CLOSED. SAT. SUN. HOL.

NAME AND ADDRESS

ARTICLE MAILED AT
☐ REGISTERED ☐ INSURED ☐ CERTIFIED

☐ RETURN RECEIPT REQUESTED *Signature and date required*
☐ DELIVER TO ADDRESSEE ONLY
☐ SHOW ALSO ADDRESS WHERE DELIVERED

RECEIVED SIGN HERE ①

BY ②

POD Form Nov. 1969 **3849**
DATE DELIVERED
DELIVERED BY *(Signature)*

DELIVER ARTICLE TO — ENTER NAME OF PERSON YOU AUTHORIZE TO RECEIVE THE MAIL

FORWARD TO ADDRESSEE AT — ENTER FULL ADDRESS TO WHICH MAIL IS TO BE SENT

SIGNATURE OF ADDRESSEE OR AGENT
DATE

OFFICE RECORD OF DISPOSITION WHEN DELIVERY CANNOT BE MADE

FORWARDED TO ADDRESSEE *(Full address)*

RETURNED TO SENDER *(Name and address)*

☐ UNCLAIMED ☐ UNKNOWN ☐ REFUSED ☐ OTHER *(Specify)*
DATE
BY *(Initials)*

U.S. GOVERNMENT PRINTING OFFICE : 1969 O—[illegible]

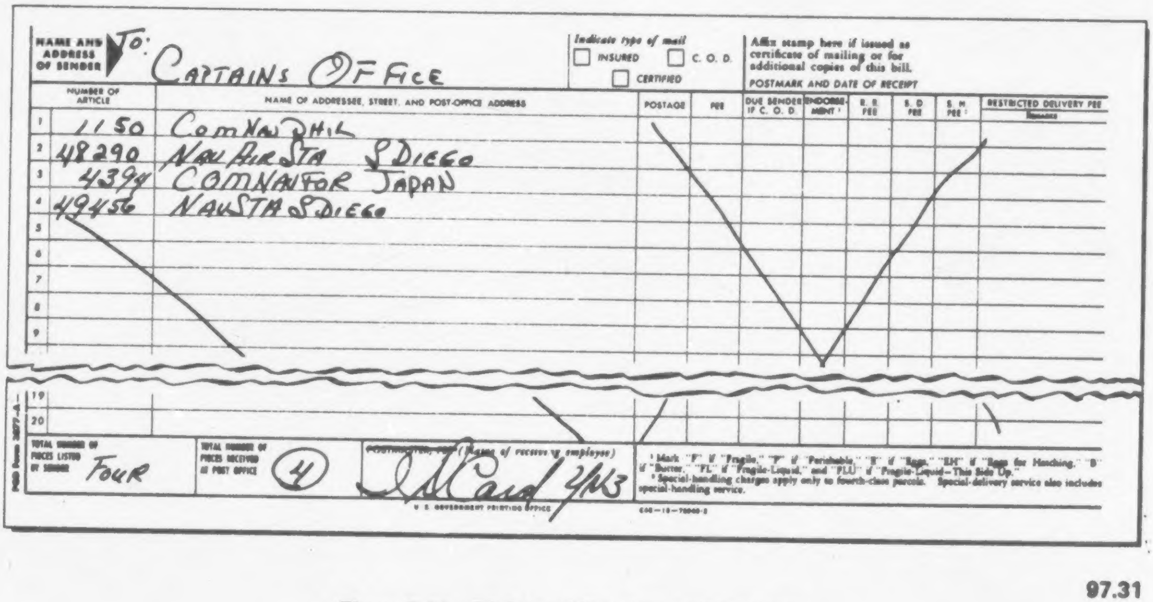
FILLED IN BY ADDRESSEE TO AUTHORIZE ANOTHER PERSON TO RECEIVE THE ARTICLE

FILLED IN BY MAIL ORDERLY BEFORE RETURNING NOTICE TO POST OFFICE

NPO'S RECORD OF DISPOSITION

60.21

Figure 6-10.—PS Form 3849, mail arrival notice—front and back.



NAME AND ADDRESS OF SENDER ▶ To: CAPTAINS OFFICE

Indicate type of mail
☐ INSURED ☐ C. O. D. ☐ CERTIFIED

Affix stamp here if issued as certificate of mailing or for additional copies of this bill.
POSTMARK AND DATE OF RECEIPT

	NUMBER OF ARTICLE	NAME OF ADDRESSEE, STREET, AND POST-OFFICE ADDRESS	POSTAGE	FEE	DUE SENDER IF C. O. D.	ENDORSEMENT¹	R. R. FEE	S. D. FEE	S. H. FEE²	RESTRICTED DELIVERY FEE Remarks
1	1150	ComNavPhil								
2	48290	NavAirSta S Diego								
3	4394	COMNAVFOR JAPAN								
4	49456	NavSta S Diego								
5										
6										
7										
8										
9										
19										
20										

TOTAL NUMBER OF PIECES LISTED BY SENDER: FOUR
TOTAL NUMBER OF PIECES RECEIVED AT POST OFFICE: ④
POSTMASTER, PER (Name of receiving employee): [illegible] 4/13

¹ Mark "F" if "Fragile," "P" if "Perishable," "B" if "Bags," "BH" if "Bags for Hatching," "B" if "Butter," "FL" if "Fragile-Liquid," and "FLU" if "Fragile-Liquid—This Side Up."
² Special-handling charges apply only to fourth-class parcels. Special-delivery service also includes special-handling service.

POD Form 3877-A
U. S. GOVERNMENT PRINTING OFFICE

97.31

Figure 6-11.—PS Form 3877, firm mailing book.

mail that is restricted to addressee only may be delivered in this manner.

When the addressee calls for his mail, ask him for identification. If the addressee is a member of the Armed Forces, or a dependent of a serviceman you should sight his or her ID card. If he is a civilian, an employment identification card, driver's license, or similar identification will be sighted. You may be held financially responsible if you deliver mail to the wrong person, so never hand out registers carelessly.

Before delivering a registered article, have the person receiving it sign PS Form 3849. After the form is signed, initialed, and dated, file it numerically by the last two digits of the registry number. The PS Form 3849 is your record of delivery and is kept on file for 2 years.

When you send out a PS Form 3849, endorse the article in some manner to indicate the date the notice was issued. The endorsement may read "1st Notice 1-6-72" or "Notified 1-6-72". If the mail is not called for within 24 hours, check your directory to see if the addressee is still on board. If he is, issue another PS Form 3849 and endorse it "Second Notice." Endorse the article to show that a second notice has been issued.

If a return receipt has been requested by the sender, the addressee or his agent must sign the receipt when he signs for the article. The date of delivery must also appear on the return receipt. Also enter on the return receipt the address where the article was delivered, if this service has been requested by the sender. Upon completion of the return receipt, postmark it and return it to the sender. Return Receipt PS Form 3811, (see fig. 7-9) is the form used. This form is used also for insured and certified mail, as discussed in chapter 7.

Forwarding Registers

If the addressee is no longer attached to your activity, look in your directory files for a forwarding order. If a forwarding address is recorded, the mail should be suitably addressed and promptly forwarded. Copy the new address on the face of the registered article, and draw a single line through the old address. Be certain not to line out the name and rate of the addressee, the registration number, the postmarks, or other pertinent information. Registers to be forwarded are backstamped once, dispatched under the original registration number and office of origin, and then treated exactly like other registered mail. If a return receipt is attached to the article, it also is forwarded. Show the particulars of forwarding on PS Form 3849 and file the form.

Treat mail for personnel who are in an unauthorized absence status, deserters, missing, prisoners of war, or killed, as provided for in the *U.S. Navy Postal Instructions*, and in chapter 13 of this course. Other undeliverable registered mail usually is returned to the sender after 10 days. However, when the Postal Clerk is sure of making delivery, the mail may be held longer than 10 days. With written permission from the sender the mail may be held up to 60 days. When the sender has specified the number of days that the mail may be held if not delivered, return it to the sender at the expiration of the specified time. You should not hold mail for longer than 60 days.

Undeliverable registered mail to be returned to the sender is postmarked on the back and stamped with the RETURN TO SENDER stamp on the front. Indicate the reason for returning the mail. Carefully cross out the address but do not obliterate it. Prepare the record on both sides PS Form 3849 (fig. 6-10).

Detach and destroy any return receipt forms. Registers, undeliverable as addressed, are dispatched under the original registration number, and then treated the same as other registered mail.

Missent Registers

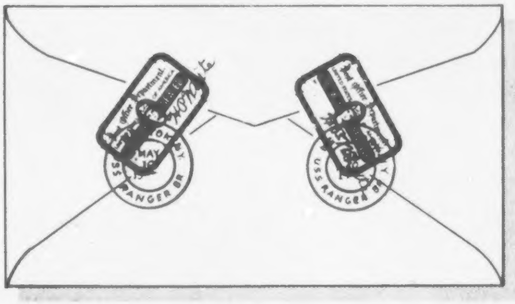
Registered articles which are missent to your office are stamped with your all purpose stamp to indicate they were missent. Endorse the manifold bill and coupon to indicate which article was missent, and return the coupon portion to the dispatching office after you have applied your all purpose stamp. Missent pouches and jackets are handled in the same manner as individual articles. Backstamp and bill missent articles before dispatching them. Forward missent articles to the proper destination by the next dispatch.

Open or Damaged Articles

Sometimes you will receive registered mail that has become unsealed or damaged. If the damage is slight and the contents appear intact, seal the article with official seals, using PS Label No. 21, Officially Sealed, and endorse the article on the face RECEIVED UNSEALED. When received in a mutilated or otherwise bad condition or when mutilated or damaged in transit, stamp such article RECEIVED IN BAD CONDITION or DAMAGED IN HANDLING IN THE POSTAL SERVICE, as the case may be. Seal such unsealed or damaged articles as shown in figure 6-12, sign your name so that it will appear partly on the seal and partly on the envelope or wrapper, as shown, and affix your postmark.

If the registered article is badly damaged and it appears that some of the contents might be missing, fill out and attach PS form 3899. See figure 6-13. Upon delivery of the damaged article, the Postal Clerk should request examination of the contents in the presence of the addressee. If anything is missing, obtain the original envelope or other container, and the wrapper, if any, with a statement from the addressee as to alleged and actual contents indorsed thereon. With PS Form 3899 attached, send the envelope or wrapper of the damaged registered piece to the proper inspector-in charge with a complete report of the facts.

In case of damage to the contents, the container, wrapper, if any, and the packing material used should also be obtained from the addressee and submitted along with the report.



60.23

Figure 6-12.—Officially sealed article.

If the contents are found to be correct on delivery, retain PS Form 3899 on file for 60 days before destroying. On delivery of articles received with out cover, the facts must be listed on PS form 3899 and witnessed. Make a notation on the manifold bill and coupon, describing the extent of damage. Any other important facts concerning the register should be similarly recorded.

Delivery of Bad Order Registers

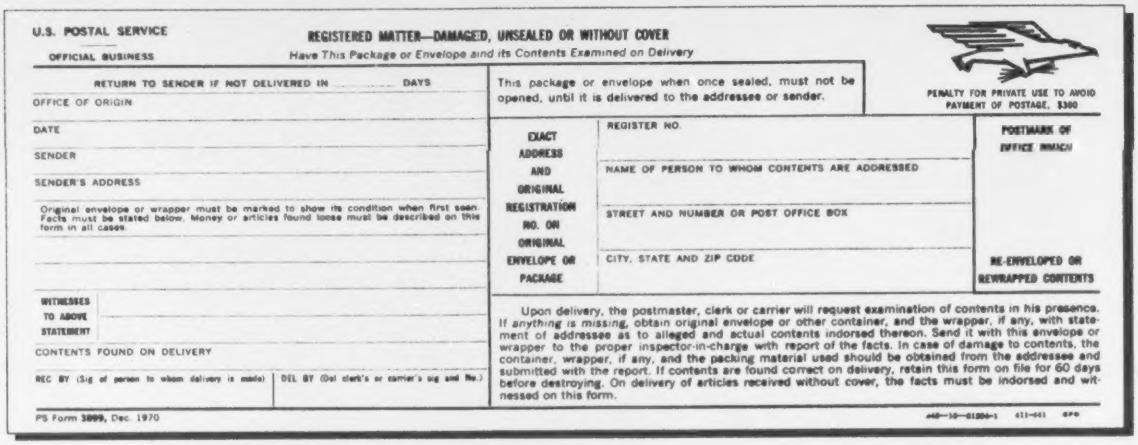
Registered articles repaired with sealing stamps or enclosed in another container must be opened by the addressee or his authorized representative in the presence of the delivering clerk. Be certain to obtain the addressee's signature on PS Form 3849 or PS Form 3877 exactly as if the article were not damaged. Obtain his signature before you permit him to open the register, then, have the addressee cut one end of the register with a knife or scissors so as to preserve the sealed portions. If the contents are damaged or if he believes that something is missing, you must save the envelope or wrapper, and send it to your postmaster with a letter of explanation. A notation should be made on the manifold bill by the registered number that it was received in bad condition.

WITHDRAWAL OR RECALL

On occasion the sender of a registered article may desire to withdraw or recall the article before it is delivered to the addressee. This may be done under the conditions described below.

Before Dispatch

Before dispatch, the sender writes "Withdrawn Before Dispatch" on his receipt, signs his name, and surrenders the receipt to the clerk. If the sender just signs his name, and surrenders the receipt, the clerk may write or stamp the "Withdrawn Before Dispatch" statement. The same notation is written or stamped on the face of the register and on the retained duplicate of the receipt. If the article has been listed on a manifold bill, make a notation on the bill. Sign your name on all records where you place this



U.S. POSTAL SERVICE

OFFICIAL BUSINESS

REGISTERED MATTER—DAMAGED, UNSEALED OR WITHOUT COVER

Have This Package or Envelope and its Contents Examined on Delivery

RETURN TO SENDER IF NOT DELIVERED IN ________ DAYS

OFFICE OF ORIGIN

DATE

SENDER

SENDER'S ADDRESS

Original envelope or wrapper must be marked to show its condition when first seen. Facts must be stated below. Money or articles found loose must be described on this form in all cases.

WITNESSES TO ABOVE STATEMENT

CONTENTS FOUND ON DELIVERY

REC BY (Sig of person to whom delivery is made)

DEL BY (Del clerk's or carrier's sig and No.)

This package or envelope when once sealed, must not be opened, until it is delivered to the addressee or sender.

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300

EXACT ADDRESS AND ORIGINAL REGISTRATION NO. ON ORIGINAL ENVELOPE OR PACKAGE

REGISTER NO.

NAME OF PERSON TO WHOM CONTENTS ARE ADDRESSED

STREET AND NUMBER OR POST OFFICE BOX

CITY, STATE AND ZIP CODE

POSTMARK OF OFFICE WHICH

RE-ENVELOPED OR REWRAPPED CONTENTS

Upon delivery, the postmaster, clerk or carrier will request examination of contents in his presence. If *anything is missing*, obtain original envelope or other container, and the wrapper, if any, with statement of addressee as to alleged and actual contents indorsed thereon. Send it with this envelope or wrapper to the proper inspector-in-charge with report of the facts. In case of damage to contents, the container, wrapper, if any, and the packing material used should be obtained from the addressee and submitted with the report. If contents are found correct on delivery, retain this form on file for 60 days before destroying. On delivery of articles received without cover, the facts must be indorsed and witnessed on this form.

PS Form 3899, Dec. 1970

60.124

Figure 6-13.—PS Form 3899, Registered Matter, damaged, unsealed or without cover.

information. Postmark the face of the article before you return it to the sender. The original receipt surrendered by the sender is stapled or pasted in the post office record over the retained duplicate.

After Dispatch

If the registered article has been dispatched, the sender must make a written request at the office of mailing for its recall. If available, PS Form 1509 may be used for this purpose. Telegrams may be used also if time is a factor. Persons requesting the recall of registered mail must identify the mail they wish to recall, and they must identify themselves. The sender should furnish the name and address of the addressee, the registration number, and the date of mailing. Costs of telegrams are paid by the sender. The office of mailing submits the request for recall to the office of address by telegraph or naval message. The mail should be carefully described so as to identify it, and to prevent the inadvertent return of any other mail. Dispatch particulars should be furnished where they will be of assistance in locating the mail.

Registered mail is returned as official registered mail in a penalty envelope without charge for the registry fee. If the mail was delivered before the telegram or message was received, that fact must be reported to the mailing post office so that the sender can be so informed. The addressee must not be advised that mail has been recalled, or that an attempt was made to recall it.

When official mail is recalled, postal clerks at offices of address must comply promptly with requests from Federal Government executive departments or their regional offices. The requirement that the application for recall of mail be made through the mailing office does not apply to official mail.

All applications for the recall of mail, together with related papers, are filed at the office of mailing.

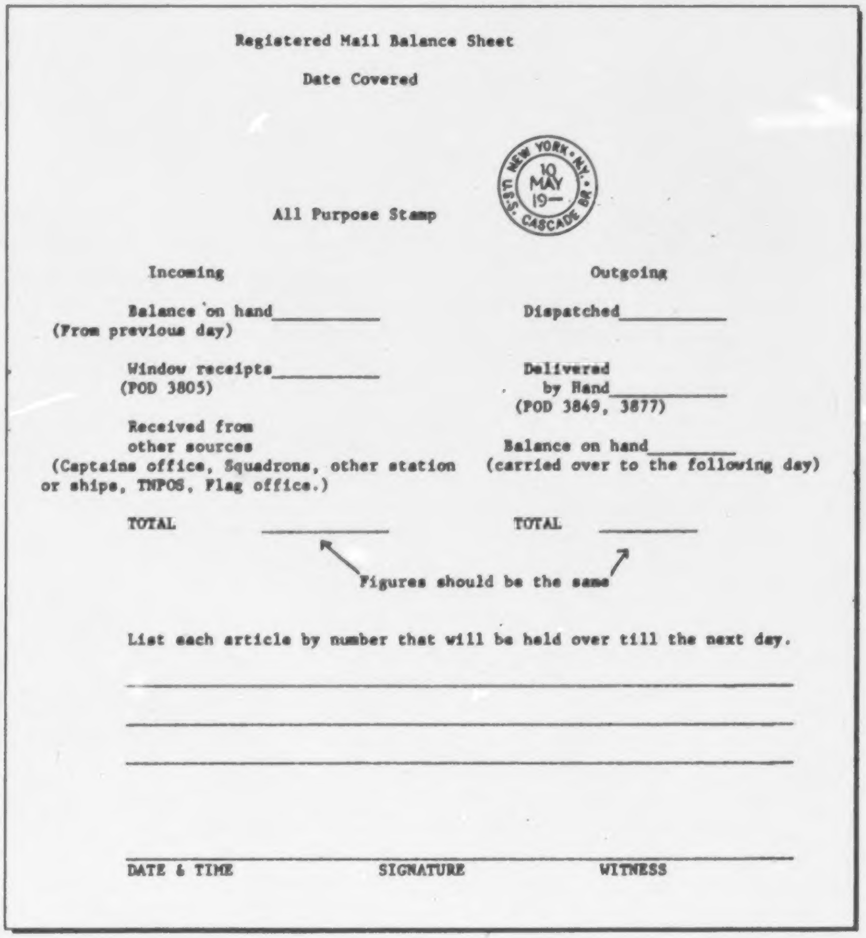
When the recalled article is returned, handle it like any other register, but in addition, write or stamp "Recalled" on the article and all of the records pertaining thereto.

PROTECTION AND SECURITY

All mail must be given secure stowage. Official registered mail is presumed to contain classified material which might be Confidential, or as high as Secret. Such registered mail might not contain classified material, but this presumption remains. Keep registered mail separate from ordinary mail, and protect it from accident or theft. In the absence of the Postal Clerk, or when awaiting dispatch, registered mail is kept in a safe or vault. At the end of the business day, or after the registry business has been completed, lock all registered mail in the post office safe. When registered mail to be dispatched is of unusual value, make arrangements, through your postal officer, for armed guards to accompany the dispatch for protection. In those areas where local law prohibits the carrying of firearms by military personnel, arrangements for the armed protection of these shipments should be made through local police officials.

Another means of protecting yourself and your office is balancing the registered mail daily. See figure 6-14. This will normally be done at the end of the working day. If you have misplaced a registered article during the day this will bring it to light while the days happenings are still fresh in your mind.

Additional instructions on the security of registered mail during dispatch are contained in chapter 11.



Registered Mail Balance Sheet

Date Covered

All Purpose Stamp

NEW YORK, N.Y. 10 MAY 19— U.S.S. CASCADE BR.

Incoming	Outgoing
Balance on hand__________ (From previous day)	Dispatched__________
Window receipts__________ (POD 3805)	Delivered by Hand__________ (POD 3849, 3877)
Received from other sources (Captains office, Squadrons, other station or ships, TNPOS, Flag office.)	Balance on hand__________ (carried over to the following day)
TOTAL __________	TOTAL __________

Figures should be the same

List each article by number that will be held over till the next day.

DATE & TIME SIGNATURE WITNESS

60.111

Figure 6-14.–Sample of Registered Mail Balance Sheet.

CHAPTER 7

OTHER SPECIAL MAIL SERVICES

Registered mail is only one of the many special services offered by the U.S. Postal Service. In this chapter you will study the other special mail services: Certified mail, Insured mail, Special Delivery, Special Handling, Restricted Delivery, Return Receipt, and Certificates of Mailing.

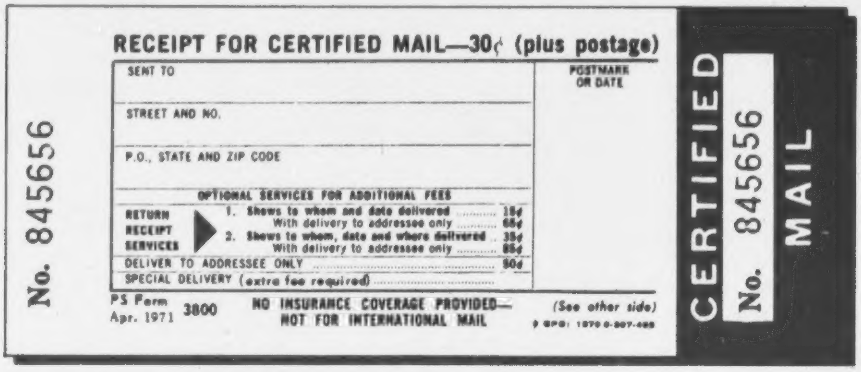
CERTIFIED MAIL

The main purpose of certified mail is to furnish the sender with evidence of mailing, and the post office of address with a record of delivery for articles of no monetary value. The prenumbered Postal Service coupon (PS Form 3800, fig. 7-1) for certified mail is filled out by the sender, and the adhesive stub affixed to the article in the left portion of the address side. The other part is postmarked by the Postal Clerk and returned to the mailer as his receipt. No record is kept at the office of mailing, but at the office of address a receipt for the article is obtained from the addressee and kept on file in the post office. During in-transit handling, it is treated as ordinary mail.

Any mailable matter on which first-class postage has been paid may be certified. Because postage for the article is paid at the first-class rate no insurance coverage is provided. The service is available at any Navy post office upon payment of fees for personal mail. It is available and authorized for official Postal Service mail and postage and fees paid mail without prepayment of fee.

The fee charged for certified mail is in addition to the postage paid. If, in addition to the receipt for mailing, the sender desires a receipt for delivery or restricted delivery, he may request it, subject to an additional fee for this service. Consult the *Postal Service Manual* for the current fees. The fee and postage may be paid by ordinary postage stamps, meter stamps, or by permit imprints.

On arrival at the office of address a certified article is processed and a Form 3849, Mail Arrival Notice, is filled out. On signing this notice the article is released to the addressee or



No. 845656

RECEIPT FOR CERTIFIED MAIL—30¢ (plus postage)

SENT TO

STREET AND NO.

P.O., STATE AND ZIP CODE

POSTMARK OR DATE

OPTIONAL SERVICES FOR ADDITIONAL FEES

RETURN RECEIPT SERVICES
1. Shows to whom and date delivered .... 15¢
With delivery to addressee only .... 65¢
2. Shows to whom, date and where delivered .. 35¢
With delivery to addressee only .... 85¢

DELIVER TO ADDRESSEE ONLY .... 50¢

SPECIAL DELIVERY (extra fee required) ....

PS Form 3800 Apr. 1971

NO INSURANCE COVERAGE PROVIDED— NOT FOR INTERNATIONAL MAIL

(See other side)

☆ GPO: 1970 O-397-469

CERTIFIED No. 845656 MAIL

60.25

Figure 7-1.—PS Form 3800, Receipt for Certified Mail.

his authorized representative. This form then becomes the receipt and is filed in numerical order by the last two digits of the certified mail number.

Certified mail may be addressed for delivery only in the United States, its territories and possessions in the Canal Zone, through Army-Air Force (APO) and Navy (FPO) post offices, and through the United Nations New York Post Office.

INSURED MAIL

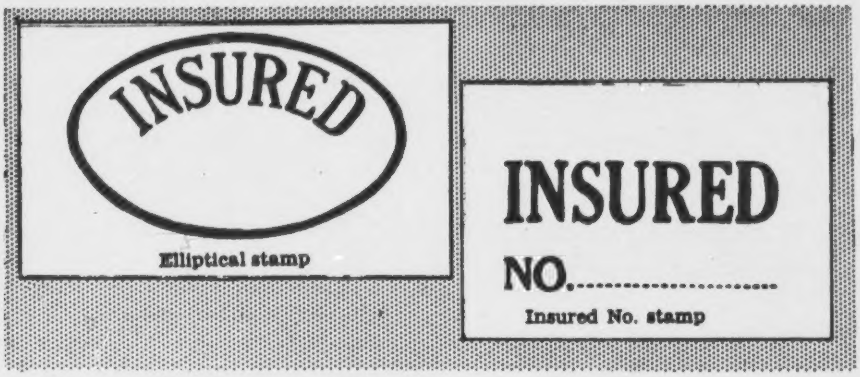
The insurance service provides for indemnity in the event of loss or damage to matter of the third and fourth classes. The maximum amount for which a single parcel may be insured is $200. Since the only purpose of the insurance service is to provide a method of obtaining indemnity, insured articles do not receive the special safeguards accorded registered mail. Consequently, mailers should be encouraged to register small articles of considerable value, such as watches and jewelry. They should be encouraged to insure other articles of the third and fourth classes.

Any mailable third- or fourth-class matter and airmail containing third or fourth-class mail, bearing the complete names and addresses of sender and addressee, may be insured in order for the sender to obtain payment for loss of, rifling of, or damage to domestic mail except in the following listed cases. (See Part 162, U.S. Postal Service Manual.) To determine whether insurance is available for international mail to a particular country, you should consult the country item, under the heading Parcel Post in the International Mail PS Publication 42. The following mailings are not acceptable for insurance:

1. Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized the mailing. If such matter is received in the mail. Payment will not be made for loss, rifling, or damage thereto.
2. Nonmailable matter.
3. Articles that are so fragile as to prevent their safe carriage in the mail regardless of packaging.
4. Articles not adequately prepared to withstand normal handling in the mail. See Part 121, Postal Service Manual, for packaging standards.

Unless a parcel fails to meet one of these requirements, never refuse insurance after accepting the parcel for mailing. Sealed envelopes should be endorsed "Contains Third-Class Mail" or "Contains Fourth-Class Mail," as appropriate. Third or fourth-class matter being mailed as "First-Class Mail" is not insurable: however, this matter being mailed as "Airmail" is insurable, and it may contain incidental first-class enclosures.

Endorse parcels insured for $15 or less with the elliptical stamp (fig. 7-2). No insured number will appear on such parcels.



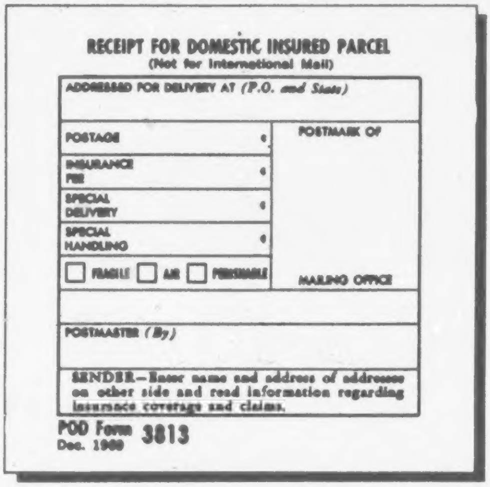
60.27

Figure 7-2.–Endorsements for Numbered and Unnumbered Insured Parcels.

When the value is more than $15 the INSURED NO.___ is used, followed by the serial number printed on the sender's receipt form.

The insured endorsement should be placed to the left of the address. Make certain that the impression is distinct and the numbers legible. All insured articles must be postmarked on the face to show the date and office of mailing. If any other special services are utilized, the proper endorsement must also appear.

The sender is given a receipt on Form 3813 (fig. 7-3) when the value is not more than $15. No duplicate is made and no office record kept of this service. Form 3813-P (fig. 7-4) is the receipt issued for insured articles valued at more than $15. The sender is given the one receipt made, and again, no office record is kept. The insured number, post office of address, amount of postage, insurance fee, and any other charges are entered in the spaces provided. Your initials and the postmark also appear. Any cautionary endorsement such as FRAGILE or PERISHABLE on the insured article must be entered on the receipt. You will usually find it convenient to stamp the receipt at the same time the endorsement is placed on the parcel. It is also permissible to enter your initials opposite fragile or perishable on the receipt to indicate that the parcel carries these endorsements, but do not use a checkmark without initials.



RECEIPT FOR DOMESTIC INSURED PARCEL
(Not for International Mail)

ADDRESSED FOR DELIVERY AT *(P.O. and State)*

POSTAGE ¢
INSURANCE FEE ¢
SPECIAL DELIVERY ¢
SPECIAL HANDLING ¢
☐ FRAGILE ☐ AIR ☐ PERISHABLE

POSTMARK OF
MAILING OFFICE

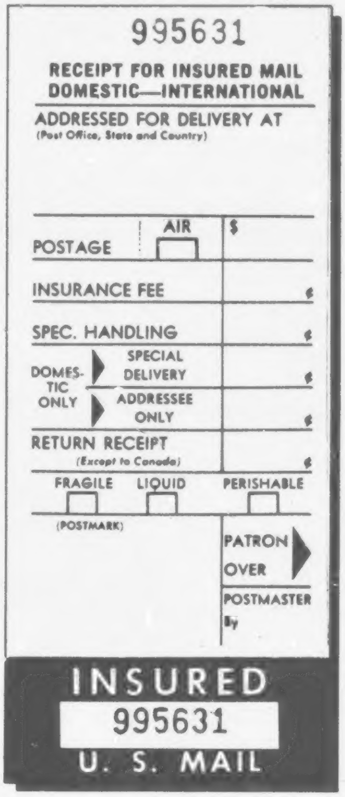
POSTMASTER *(By)*

SENDER—Enter name and address of addressee on other side and read information regarding insurance coverage and claims.

POD Form 3813
Dec. 1960

60.28

Figure 7-3.—PS Form 3813 Receipt for Unnumbered Insured Parcel.



995631

RECEIPT FOR INSURED MAIL
DOMESTIC—INTERNATIONAL

ADDRESSED FOR DELIVERY AT
(Post Office, State and Country)

POSTAGE AIR ☐ $
INSURANCE FEE ¢
SPEC. HANDLING ¢
DOMESTIC ONLY SPECIAL DELIVERY ¢
ADDRESSEE ONLY ¢
RETURN RECEIPT *(Except to Canada)* ¢
FRAGILE ☐ LIQUID ☐ PERISHABLE ☐

(POSTMARK)

PATRON OVER

POSTMASTER
By

INSURED
995631
U. S. MAIL

60.28P

Figure 7-4.—PS Form 3813P, Prenumbered Receipt for Insured Parcel.

The amount of insurance is never listed. Only the fee is entered; it is the responsibility of the sender to establish the value of the parcel in the event of loss or damage. The current fees may be found in the *Postal Service Manual.*

Parcels insured at the minimum fee (valued at $15 or less) are delivered like ordinary mail, and no record of delivery is kept. The addressee is not required to sign for the article. Return receipt service and restricted delivery are not available for articles insured at the minimum fee.

Parcels bearing insured numbers are delivered under the rules governing registered mail. Always require identification. Form 3849 (fig.

7-5) is used to notify the addressee that insured mail is being held for him. The insured number and the office of origin are listed on the form. This form may be used as the record of delivery. The addressee or his authorized agent must, of course, sign in the space provided. File these forms numerically by the last two digits of the serial number or alphabetically under the name of the mailing post office. (PSM 162.72 REFERS)

If a return receipt is requested on a numbered insured article, you must prepare the PS Form 3811 (fig. 7-6) attached to the article for return to the sender. Obtain the addressee's signature on this form at the time he signs the receipt for the insured article. Insured mail may also be sent special delivery or special handling.

SPECIAL DELIVERY

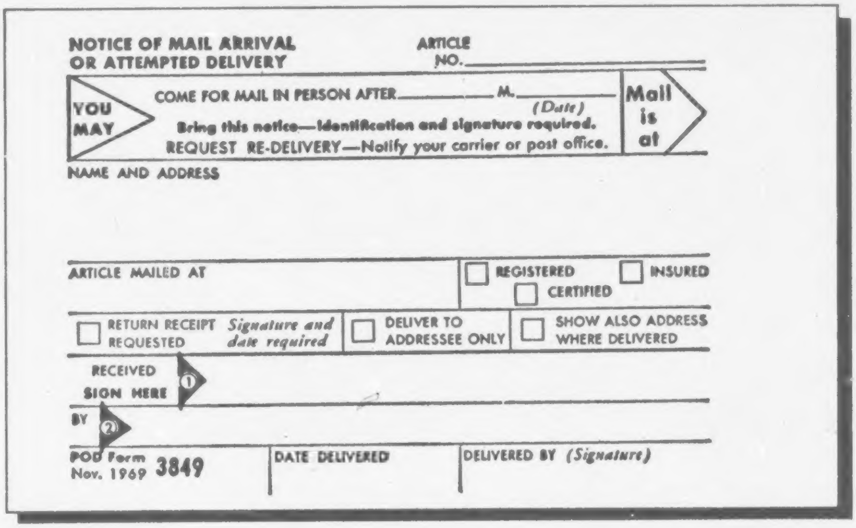
Although special delivery is accepted and dispatched by military post offices, no special service is provided by military personnel at military activities unless special arrangements for delivery have been made with the U.S. Postal Service. Special delivery mail is given immediate delivery at the office of address during prescribed hours.

Special delivery mail outside the United States and its possessions is provided the fastest transportation available for the particular class of mail as indicated by the official endorsement or the amount of postage that has been paid. Normally, within the United States and its possessions, transportation will be provided mail marked "SPECIAL DELIVERY" as indicated in Part 166, *U. S. Postal Service Manual.* Payment of a special delivery fee does not ensure safety of delivery or provide for the payment of indemnity. Money or other valuables sent special delivery should be registered also. Insured and certified mail may be sent special delivery.

Fees for special delivery are determined by weight and class of mail as illustrated below: This fee is in addition to regular postage.

Mailers should mark prominently the words SPECIAL DELIVERY below the postage and above the name of the addressee. However, most NPOs have a stamp for this endorsement.

Special delivery mail that is forwarded is not entitled to special delivery at the second office,



NOTICE OF MAIL ARRIVAL OR ATTEMPTED DELIVERY

ARTICLE NO. __________

YOU MAY

COME FOR MAIL IN PERSON AFTER ________ M. ________ *(Date)*

Bring this notice—Identification and signature required.

REQUEST RE-DELIVERY—Notify your carrier or post office.

Mail is at

NAME AND ADDRESS

ARTICLE MAILED AT

☐ REGISTERED ☐ INSURED ☐ CERTIFIED

☐ RETURN RECEIPT REQUESTED *Signature and date required*

☐ DELIVER TO ADDRESSEE ONLY

☐ SHOW ALSO ADDRESS WHERE DELIVERED

RECEIVED SIGN HERE ①

BY ②

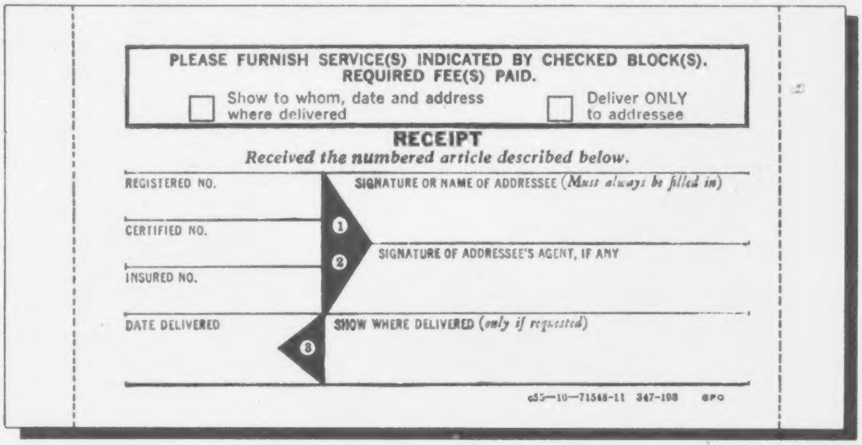
POD Form 3849 Nov. 1969

DATE DELIVERED

DELIVERED BY *(Signature)*

60.21

Figure 7-5.–PS Form 3849, Mail Arrival Notice.



PLEASE FURNISH SERVICE(S) INDICATED BY CHECKED BLOCK(S).
REQUIRED FEE(S) PAID.

☐ Show to whom, date and address where delivered

☐ Deliver ONLY to addressee

RECEIPT

Received the numbered article described below.

REGISTERED NO.

CERTIFIED NO.

INSURED NO.

DATE DELIVERED

① SIGNATURE OR NAME OF ADDRESSEE (*Must always be filled in*)

② SIGNATURE OF ADDRESSEE'S AGENT, IF ANY

③ SHOW WHERE DELIVERED (*only if requested*)

c55—16—71548-11 347-198 GPO

60.29

Figure 7-6.—PS Form 3811 Return Receipt.

unless a forwarding order had been given by the addressee at the office of original address in advance of the arrival of the mail.

	Weight		
Class of mail	Not more than 2 lbs.	More than 2 lbs. but not more than 10 lbs.	More than 10 lbs.
First class, airmail, and priority mail	SEE PART 166 OF THE POSTAL SERVICE MANUAL FOR CURRENT FEES.		
All other classes			

SPECIAL HANDLING

Special handling service is available for third- and fourth-class mail only, including that which is insured. It provides preferential handling to the extent practicable in dispatch and transportation, but does not provide special delivery. Special handling parcels are delivered as parcel post is ordinarily delivered, on regularly scheduled trips.

Mailers should mark the words "Special Handling" preferably above the name of the addressee and below the stamps.

Fees for special handling are in addition to regular fourth-class postage and are determined by weight in three graduations, the same as special delivery. The current fees and graduation of weights may be found in Part 167 of the Postal Service Manual.

Parcels undeliverable as originally addressed and forwarded to the addressee at a new address are given special handling without requiring an additional special handling fee.

Official

Official fourth-class mail marked "Special Handling" is provided the same handling and transportation as first-class mail.

The Army and Air Force Postal Service has instituted a procedure, approved by the Post Office Department, whereby official mail endorsed "MOM" and addressed to or from a military post office may be handled as third or fourth-class mail as appropriate within the continental United States, but upon reaching the embarkation point for overseas dispatch will be transported as Military Official Mail.

Personal

Personal fourth-class mail marked "Special Handling" is provided rapid surface transportation within the United States and ordinary surface transportation between the continental United States gateway and the overseas activity.

RESTRICTED DELIVERY

Incoming mail of any type or class is normally delivered to any member of the addressee's family, a person designated by him in writing, or for servicemen, a mail orderly. The sender may wish to restrict delivery on certain articles to the addressee or someone named by the addressee in writing. This service is available only for registered, certified, and insured mail valued over $15. The fee of 50 cents is in addition to postage and may be paid with ordinary postage stamps or meter stamps.

On domestic mail restricted delivery service is available without a return receipt required. However, on International Mail a return receipt is required when a patron requests restricted delivery.

One of two endorsements is used to indicate whom the sender wishes to accept delivery. It is placed just beneath the stamps and above the name of the addressee. DELIVER TO ADDRESSEE ONLY or DELIVER TO ADDRESSEE OR ORDER are the endorsements used depending on the sender's wishes. The sender may write the appropriate endorsement on the mail or you may stamp it on. Either way is correct.

Under normal conditions DELIVER TO ADDRESSEE ONLY mail will be held in the office and a Form 3849, Mail Arrival Notice, sent out to have the addressee call in person for the mail. When it is impossible for the addressee to call in person because of distance or other reason, he may designate another person in writing to pick up his mail. Mail addressed to commands and Government officials should NOT be endorsed, for DELIVER TO ADDRESSEE ONLY, since restricted delivery service is available only for articles addressed to individuals by name.

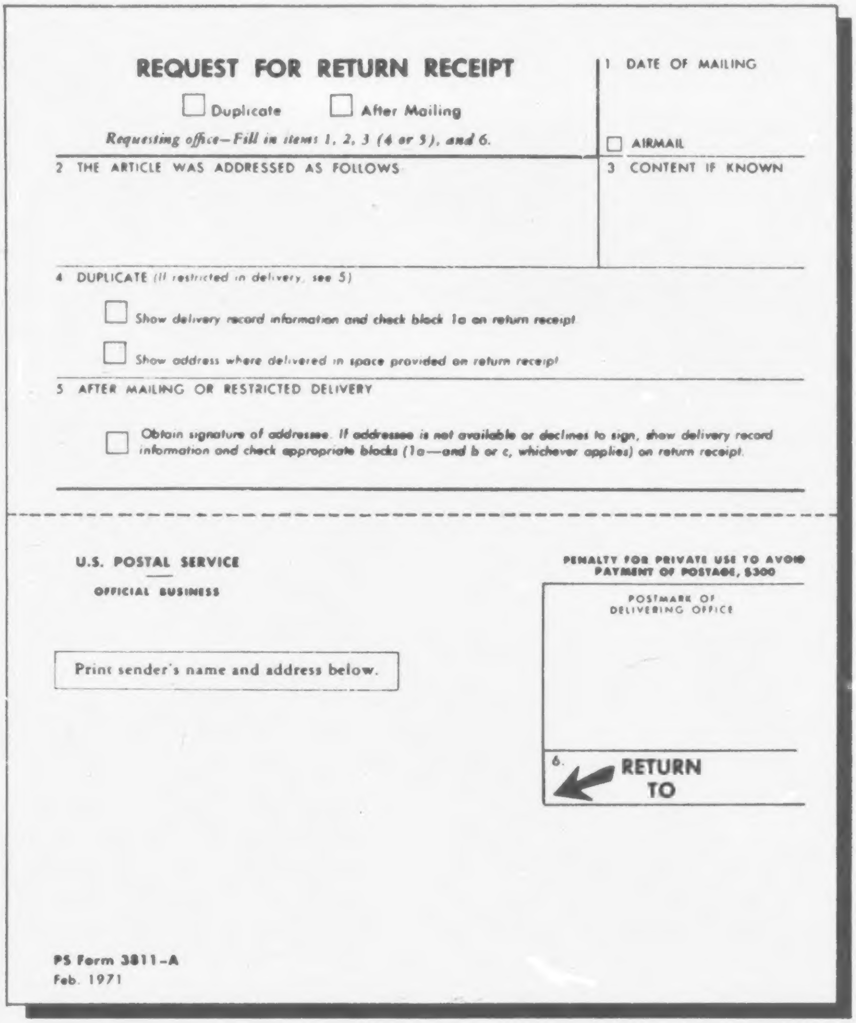
Official postage and fees paid mail and urgent official communications of the Postal Service in penalty envelopes may be given this service without prepayment of the fee.

RETURN RECEIPT

Occasionally the sender will want a receipt from the addressee for such things as official documents or important personal papers. The U.S. Postal Service calls this a RETURN RECEIPT and furnishes all post offices including Navy post offices PS Form 3811 (fig. 7-6) for this service. Return receipt service may only be used in conjunction with registered or certified mail, or insured mail with a value of more than $15.

Each receipt for the above services has a block to be checked by the mailer or a space for entering the fee for return receipt. The fees vary with the amount of information desired by the sender. If only a signature and date of delivery are desired, the minimum fee is charged, but if the address where delivery is made is also requested, the fee is higher. The fee charged is also dependent on whether the return receipt is requested before or after mailing. The mailer, when filling in Form 3811, will indicate the service desired. He fills in his name and complete address. The accepting clerk then attaches the form to the back of an envelope or the face of a package and endorses the article RETURN RECEIPT REQUESTED or RETURN RECEIPT REQUESTED SHOWING ADDRESS WHERE DELIVERED.

When a mailer requests a return receipt for an article after mailing, a PS Form 3811-A (fig. 7-7) is used. The address where delivered will not be shown on a return receipt requested after mailing. The receipt for the service given the article (insured, certified, or registered) must be presented in order that the request may be granted. All items on the front of the form must be completed. Obtain the fee from the mailer, attach postage in the proper amount to the card, and cancel. Address the card to the postmaster at the delivering office and deposit in the outgoing mail.



REQUEST FOR RETURN RECEIPT

☐ Duplicate ☐ After Mailing

Requesting office—Fill in items 1, 2, 3 (4 or 5), and 6.

1 DATE OF MAILING

☐ AIRMAIL

2 THE ARTICLE WAS ADDRESSED AS FOLLOWS

3 CONTENT IF KNOWN

4 DUPLICATE *(If restricted in delivery, see 5)*

☐ *Show delivery record information and check block 1a on return receipt*

☐ *Show address where delivered in space provided on return receipt*

5 AFTER MAILING OR RESTRICTED DELIVERY

☐ *Obtain signature of addressee. If addressee is not available or declines to sign, show delivery record information and check appropriate blocks (1a—and b or c, whichever applies) on return receipt.*

U.S. POSTAL SERVICE

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300

POSTMARK OF DELIVERING OFFICE

Print sender's name and address below.

6. RETURN TO

PS Form 3811-A
Feb. 1971

60.29A

Figure 7-7.—PS Form 3811A,(front).

The fees may be found in the *Postal Service Manual* under part 161, 162, or 168.

Upon signature by the addressee or by the person designated in his order and on completion by the post office of address, the receipt is returned to the mailer by the means he has selected, (either first-class or air mail). The mailer must prepay air mail postage and endorse the receipt RETURN BY AIR MAIL if he desires this service.

Return receipts for official Postal Service mail are free but they should not be used unless it is essential that a signed receipt be on file at the mailing post office.

CERTIFICATE OF MAILING

Evidence of deposit in the mails is sometimes desired by individual patrons or businesses. PS Form 3817, CERTIFICATE OF MAILING, is the receipt used by the individual mailer of no more than three pieces. The service is available for mail of all classes. It does not provide for indemnity in case of loss or damage, and no signature is obtained from the addressee for the article.

There are two fees for this service, individual and bulk. Most Navy post offices are concerned only with the individual fee, and will use Form 3817. The mailer fills in the spaces on the form and affixes the stamps to it. The accepting clerk then compares the information on the form with that on the article and cancels and postmarks the stamps on the certificate. He does not initial the form as the postmark shows the genuineness of the certificate. If duplicate certificates are desired, an additional fee is charged, and each additional certificate is endorsed COPY or DUPLICATE. Bulk mailers may use specially printed certificates or forms of their own design if they wish.

At times a mailer of registered, certified, or insured mail will want copies of the original receipts. For a small additional fee you may furnish these copies. Endorse each one with the word COPY or DUPLICATE, and postmark to show the current date. Part 165 of your *Postal Service Manual* lists the fees for this service.

COD MAIL

COD service is available for patrons of a U.S. Civil post office to mail an article for which they have not been paid and have the price and the cost of the postage collected from the addressee when the article is delivered. This is collect-on-delivery or COD service.

Even though COD service is not available for articles having an APO or FPO designation as part of the address, including official shipments and shipments to Armed forces agencies, such articles inadvertently received at a Navy post office may be delivered. Instructions for delivery are contained in Part 163, Postal Service Manual.

CHAPTER 8

POSTAGE STAMPS AND STAMPED PAPER

When you mail a letter or a package to someone, and have affixed the stamps, do you ever stop to think about the purpose of the stamps? The postage stamps are affixed to indicate that the charge for handling, transporting, and delivering the article has been prepaid.

The United States Government first issued adhesive stamps in 1847, but their use was not required until 1 January 1856. Letters without stamps were generally marked "Paid" by means of pen and ink or by a hand stamp to indicate payment of postage. The town postmark and date of mailing appeared also.

Before 1847, a few postmasters and private companies had printed special adhesive stamps, called "Postmasters' Provisionals", for sale only at the office of issue. Their use was permitted until 1 January 1856, when Congress made it compulsory to prepay postage at the time of mailing with United States postage stamps.

VALIDITY OF STAMPS

Any uncanceled postage stamps issued by the United States since 1860 may be used for postage. United States stamps issued before that time were declared worthless several months after the beginning of the Civil War. Holders of such stamps were given a reasonable length of time to exchange them for a later issue.

All valid United States postage stamps are good for postage from any point in the United States, or from any other place where the United States domestic mail service operates, except from the Panama Canal Zone, where special Canal Zone stamps are used. The following stamps MAY NOT be used for postage.

- Mutilated or defaced stamps.
- Stamps cut from stamped envelopes, letter sheets, or postal cards.
- Stamps covered or coated in such manner that the cancelling or defacing marks cannot be imprinted directly on the stamps.
- Nonpostage stamps (migratory-bird hunting stamps, U.S. saving and thrift stamps, etc).
- Postage due, special delivery, special handling, and certified mail stamps.
- United Nations stamps, except on mail deposited at United Nations, N.Y.
- Stamps of other countries.

Re-use of any stamps with intent to defraud the Government is punishable by fine and imprisonment.

Matter bearing imitations of postage stamps, or private seals or stickers, in form and design like a postage stamp, is not acceptable for mailing. Pictorial seals or stickers that do not resemble postage stamps and do not bear numerals or other markings indicating a value, such as Christmas or Easter seals, may be fixed on other than the address side of mail.

FORMS OF ISSUE

Adhesive postage stamps are available in four different forms: single, sheets, books, and coils. At the time of purchase, the patron usually will state what form he desires. If he doesn't express any preference, ask him. A discussion of the available forms follows, but it is emphasized that the denominations and prices shown are always subject to future change. For details, consult Part 142 of the *Postal Service Manual.*

Single

Single stamps are separated from a sheet of stamps. They are sold in any number up to a full sheet.

Sheets

The number of stamps to a sheet varies, depending upon the size of the stamps. Sheets of ordinary postage stamps, some airmail stamps, and postage-due stamps consist of 100 stamps per sheet. Sheets of other airmail stamps, special delivery stamps, and commemoratives, consist of 50 stamps per sheet.

Books

Books of stamps are sold for protection and convenience. The pages of stamp books printed before 1971 were interleaved with nonadhesive paper to prevent the stamps from sticking together. The books printed after 1971 have the stamps gummed with a matte finish adhesive which permits the elimination of the separation tissues. Books of stamps are presently available in two denominations, ordinary postage at the present first-class letter mail rate, and airmail postage at the airmail letter rate. For current rates, consult Part 142 of the Postal Service Manual.

Coils

Stamps are issued in coils for use in stamp vending machines and for patrons who find coils more convenient to use than sheets or books of stamps. There are three sizes of stamp coils available, containing 100, 500, and 3000 stamps. They are sold for the actual total stamp value. Never open coils; they must be sold intact.

Airmail postage at the airmail letter rate, ordinary postage at the first-class letter rate, and ordinary postage in several of the lower denominations are available in coils. Stock coils in your post office only if you have requests to do so by your patrons. There are other denominations of precanceled stamps in coil form that are not available to Navy post offices.

KINDS OF STAMPS

The Postal Service Manual divides postal stamps into six groups, according to the purpose for which they are intended. The groups are as follows:

1. Ordinary postage
2. Commemorative stamps
3. Airmail postage
4. Precanceled postage (available on special order to permit holders only–not applicable to Navy post offices)
5. Postage due
6. Special delivery

Some information on each of these groups appears below, including its purpose, denominations, and forms of issue.

Ordinary Postage Stamps

The largest quantity of stamps in your fixed credit will be in ordinary stamps. You will not need all of the ordinary stamps that are available. The size of your stock and the demand by your patrons will determine the kind of denominations you will need to keep on hand. You should keep a varied amount of higher value stamps on hand, such as 10's, 20's, 30's, and 50's, according to your needs, for parcels which you accept for mailing.

Ordinary stamps may be used to pay for airmail, registration, certified mail, insurance fees, special delivery, and special handling–in fact, any mailing charge.

Ordinary stamps are available in the following forms: single, sheet, book, and coil, however all denominations are not available in all forms. When ordering stamps, check Part 142, of the Postal Service Manual, for current available denominations and their use.

Airmail Stamps

AIRMAIL STAMPS serve a dual purpose: first, they indicate the amount of postage paid; and second, they indicate that an article is to be sent by air transportation. No endorsement or label is necessary when airmail stamps are affixed to letters. Postage and fees on airmail articles may be paid by means of airmail or ordinary stamps, but the postage on ordinary mail may not be prepaid with airmail stamps.

Airmail stamps will be your best seller, especially in book form. Airmail stamps are available in the same forms as ordinary stamps. Always check the Postal Service Manual for current denominations and forms available, and order in amounts according to your needs.

Commemorative Stamps

Commemorative stamps are issued in limited quantities to focus attention on historical places, events, or personages. The U.S. Postal Service encourages the widespread use of these stamps to promote our ideals, progress, and heritage as reflected by the stamps. They do not replace regular stamps of the same class, but are provided upon request, when available. Although they may be issued in any denomination, most commemoratives are issued at the regular first-class or airmail letter rate. Commemorative stamps are sold and used on mail the same as ordinary issues. They may be sold singly, in plate number blocks (usually requested in blocks of four), or in sheets. They are not available in book or coil form.

New stamp issues are announced by notices displayed in the post office lobbies, in the Postal Bulletin, through the press, and philatelic periodicals.

Precanceled Postage

Precanceled stamps are ordinary stamps canceled in advance by the post office prior to their sale. They may be used only after a permit has been issued by the Post Office Department. The use of precanceled stamps reduces the time and cost of mail handling. Large business and advertising firms are the most frequent users. Precanceled mail, sorted and tied in packages by the mailer, requires less processing time in the post office, and is therefore dispatched more quickly. Matter bearing precanceled stamps may be mailed only at the post office that sold the stamps; therefore such matter is not presented for mailing at Navy post offices.

Special Delivery Stamps

Special delivery stamps may be used only for payment of the special delivery fee. An article for special delivery must still carry its regular postage, prepaid. An article of mail sent by special delivery is given preferential handling to the extent practicable in dispatch and transportation. Prepayment of the special delivery fee may be made by special delivery stamps, ordinary postage stamps, or meter stamps. Special delivery stamps may be sold singly, or in sheets, but they are not available in book or coil form.

Postage Due Stamps

Postage due stamps are used on mail that does not have the postage fully prepaid by the sender, and on forwarded or returned mail of the second, third, and fourth classes. The mailing office endorses the article POSTAGE DUE and indicates the amount that the article is short paid. The delivery office affixes postage due stamps and cancels them before delivery. The amount due is then collected in cash from the addressee. The canceled postage due stamp serves as a receipt to the patron.

Postage due stamps are for post office use only and are not valid for the prepayment of postage or fees. However, postal clerks may sell them to patrons for collection purposes only. They are also available to the public for stamp collections from the Philatelic Sales Unit, City Post Office, Washington, D.C. 20013. Only order postage due stamps as required by your needs. Check Part 142, of the Postal Service Manual for current available denominations.

STAMPED PAPER

Postal cards, stamped envelopes, and Aerogrammes, are examples of stamped paper. Any or all of these items may be issued to you as a part of your stock. The denominations, sizes, and prices shown on them are those presently in effect. Remember that they are subject to change, and keep yourself informed as to their status. Part 141 of the *Postal Service Manual* is the authority for this information.

Postal Cards

Post card or postal card—what's the difference?

Post cards are purchased from business sources, and must have a United States postage stamp affixed prior to mailing.

Postal cards are purchased from post offices only, and they are prestamped. Their cost includes the postage charge. Check the Postal Service Manual for current selling prices.

The different types of postal cards available are as follows:

- Domestic regular single (available also in sheets of 40).
- Domestic commemorative single.
- Domestic airmail single.
- Foreign regular single.
- Foreign airmail single.
- Domestic regular reply.

Stamped Envelopes

Stamped envelopes are made of high grade paper that will withstand any ordinary handling to which a letter may be subjected.

There are four different types of plan stamped envelopes:

Regular
Window
Precanceled
Airmail

Printed stamped envelopes, containing a return address, are also available upon special request through civil post offices. The envelopes are ordered through the post office, and the necessary printing is done by a printing contractor. They are available in the same types, sizes, and denominations as the plain stamped envelopes, but their price is slightly higher. These envelopes are available in boxes of 500.

Regular Envelopes.–Regular plain stamped envelopes are available in several different denominations. Prices vary according to current postal rates. Two sizes are available in each denomination, size No. 6 3/4 and size No. 10. Single stamped envelopes, in either size and in either denomination, are sold for the value of the postage stamp, plus 2 cents. When ordering or selling stamped envelopes at a Navy post office, the accountable price will always be at the single envelope rate, regardless of the quantity purchased. Reduced prices are available at U.S. Civil post offices when envelopes are purchased in multiples of 500.

Window Envelopes.–Window envelopes have a glazed portion of such a texture as to allow maximum transparency through which the address, contained on the matter enclosed, may be seen. Nothing but the name, address, and any key number used by the mailer may appear through the address window. Window envelopes are generally used by business firms to avoid having to address regular envelopes. It is unlikely that you will have any requests for these envelopes, but if you have consult the Postal Service Manual for size and denominations available. Window envelopes are also ordered and sold by Navy post offices at the single envelope rate.

Precanceled envelopes.–Precanceled envelopes are sold only to nonprofit organizations or associations covered in Part 134.5 of the Postal Service Manual. Since these nonprofit organizations or associations do not present mail at a military post office for mailing, you will not be able to order or sell this type of envelope.

Airmail envelopes.–Airmail envelopes bear a distinctive design and lettering, in addition to the airmail postage. Two sizes are available, size No. 6 3/4, and size No. 10. Airmail envelopes, in either size, are sold for the value of the airmail stamp, plus 2 cents each, when sold in lots of less than 500 envelopes. Reduced prices are available when the envelopes are sold in multiples of 500. Consult the Postal Service Manual for the effective price. If you carry these envelopes ensure that your patrons understand that they are for airmail only.

Aerogrammes

Aerogrammes (air letter sheets), which can be folded into the form of an envelope and sealed, may be sent by air to all countries. These sheets, bearing imprinted postage, are sold at all post offices. No enclosures are permitted. The use of tape or stickers to seal aerogrammes is prohibited. Aerogrammes may be sent under registration on payment of the required registry fee in addition to the postage. Refer to the

International Mail, Publication 42 for current price.

Reply Coupons

International reply coupons offer a means of sending postage that may be used in a foreign country. Every country requires that its own stamps be used on mail originating therein. Member countries of the Universal Postal Union purchase international reply coupons from the International Bureau of the Universal Postal Union and sell them at their respective post offices. The selling price currently in the United States is 22 cents each. One of these coupons is exchangeable in any other member country for a stamp or stamps representing the international postage on a single-rate surface letter. Upon presentation of a sufficient number of coupons, the stamp or stamps received in exchange may be used to prepay an international airmail letter.

International reply coupons (in French, Coupon-Response International) are printed in blue ink on paper having in the watermark the letters UPU in large characters. Each coupon is imprinted at the time of purchase from the International Bureau with the name of the country, in French and in the native language and the selling price in the country of issue. Coupons printed prior to January 1, 1966 have the circles for the postmarks of the selling and exchanging post offices on the left-and right-hand sides; those printed after January 1, 1966 have both these circles on the right-hand side. The issuing office postmarks the left-hand circle of the old style coupons and the upper circle of the new style coupons. The period of exchange of international reply coupons is unlimited.

Reply coupons are requisitioned from the same source you obtain your postage stamps. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption Cupon Respuesta Americo-Español.

Special Cancellations

On occasion, you will be requested by stamp collectors to furnish them with special philatelic cancellations. Requests for postmarks on philatelic covers may be complied with except when precluded for security or other military exigencies, or when it appears they are to be used for commercial purposes. Cooperate with collectors by furnishing clean and legible postmarks, and by giving special attention to mail bearing an endorsement that it is of philatelic value, or to a request for a light cancellation. You must cancel the stamps sufficiently to protect the postal revenue, but this should be accomplished without excessive defacement. Stamps should be canceled with a minimum of impressions.

DO NOT place postmarks on plain slips of paper or on plain cards that are submitted for philatelic or other purposes.

Post cards, postal cards, and envelopes submitted for philatelic or other purposes must bear complete addresses, and postage at the applicable rate, for you to postmark them. After you have postmarked them, they may be either dispatched with other mail, or handed back to the person presenting them. Requests for philatelic cancellations on a specific significant date or during a special event may be honored providing the event has been publicized and it is evident the cancellations are not connected with a commercial enterprise. Covers may not be pre- or post-dated. The date of cancellation must be the date shown in the postmark.

If any additional philatelic information is desired, consult the Philately sections of the Postal Service Manual.

PROTECTION OF STOCK AND FUNDS

You must keep your stamp stock in the most secure place possible at all times. At the sale window, keep your stamps in a place inaccessible to your patrons, and concealed from their view. When you are away from the window, the cabinet or counter drawer must be locked. If there is insufficient room in the safe, stamped envelopes and postal cards may be kept in locked cabinets or locked drawers.

Funds must be kept in places inaccessible to patrons, and concealed from view. When funds are not under continuous observation, place them in receptacles securely locked. At night, and when the post office is closed, place all funds and stamp stock in your safe.

The directions previously discussed for maintaining overall security of the Navy post office apply; that is, keep the door locked whenever possible (particularly at night and at all other times when the post office is closed), and keep all unauthorized persons out. The safe combination must be protected from disclosure. Only the Navy Postal Clerk or safe custodian should know the combination, and the combination should be changed at certain specified times.

Bear in mind that the personal responsibility falls upon YOU, and act accordingly.

When you take over a stamp stock, have the safe combination changed. When you are relieved, remind your successor that it must be changed. Instructions for setting the combination accompany most safes. If you do not understand these instructions, or if they are not available, ask the postal officer or the disbursing officer for assistance, but do not disclose the combination you select. In selecting combinations avoid such things as: phone numbers, birthdays, ships' hull numbers, multiples of five, ten, twenty, and simple ascending or descending arithmetical series.

Here is how a record of the combination is kept: write the combination and the location of the safe on a sheet of paper; then place it in an envelope marked "Combination to Navy Postal Clerk's safe–Not to be Opened Except by Order of the Commanding Officer," or other suitable wording. Seal the envelope, and write your signature across the flap. This record of the combination is kept by the commanding officer only. The envelope will be opened only in the event of an emergency requiring that the safe be unlocked when for any reason, you are not present to unlock it. The same procedure would apply for an assistant Navy Postal clerk holding stock.

ARRANGEMENT OF STOCK

Any workable arrangement of stamp stock, consistent with security and protection standards, is permissible. The following procedures may prove helpful to you.

You may find it convenient to keep the stamps in a large scrap book, the pages of which are slightly larger than the sheets of stamps. Place individual denominations between the pages in numerical order, or in order of most frequently sold stamps. Tab the pages with each denomination.

It is very important that stamps be kept flat. Use a book, a piece of cardboard or flat metal, or any other heavy object to keep the stamps from buckling and curling. In humid climates and during the summer, it may be helpful to place sheets of waxed paper between the sheets of stamps to prevent them from sticking together.

Ordinarily, you will use a stamp drawer when selling stamps over the counter. Separate the most commonly sold stamps into strips of ten and place them in the separate compartments of the tray. Except on paydays and other days when stamp sales are heavy, do not separate more than one or two sheets of a particular denomination at a time. Keep the full sheets of stamps in a separate drawer or under the stamp tray.

Your stamp drawer will ordinarily have compartments for coins and bills. Place the coins in the front compartment, where they will be ready accessible to you for making change. Place the bills in the large compartments. If space is available keep your books of stamps in the stamp drawer also.

Keep your envelopes and postal cards in a large compartment near your stamp window. Never open more than one box of a kind at a time; when your stock is checked, unopened boxes are much easier to count.

You will sell stamps over a counter or through a window, depending upon the size and layout of your post office. In many offices the counter may serve both as stamp and parcel post counter.

Windows which are separate from the parcel post counter should always be grilled. The grating may be small iron rods, heavy steel mesh, or strong wooden strips. Two inches between the bottom of the grill and the counter is sufficient space to operate, but it is not enough space to allow a person to reach in at arm's length. Even so, when you are open for business, do not leave any stamps on the counter.

PURCHASE OF POSTAGE

Postage and fees must be paid for in valid United States money. Do not accept checks, foreign money, or mutilated money. If you do not have the necessary change on hand, the exact amount of the purchase must be paid by the patron. If the purchaser wants a receipt for the money he has paid for postage and fees, he should prepare the receipt in advance, and then you may sign it or stamp it after payment.

SELLING STAMPS

Experience will soon enable you to sell stamps and other items rapidly and without making errors.

Postal counter work is one of many important tasks you will be performing. This type of duty is essentially one of public contact, requiring business-like behavior and service that is COURTEOUS and EFFICIENT. A thorough knowledge of postal regulations concerning the types of postal services offered, and the appropriate postage rates, is also required.

The following procedures may prove helpful to you when your window announces "OPEN FOR BUSINESS."

Collecting Money

When selling stamps one important point to remember is to collect the money before handing out the stamps. Another point is always to keep the money handed you in sight until the transaction is completed. This will avoid any confusion or disagreement between you and the patron about the amount given you. After you have made change, count it out to the patron as you hand it to him. This will serve to double-check your computation.

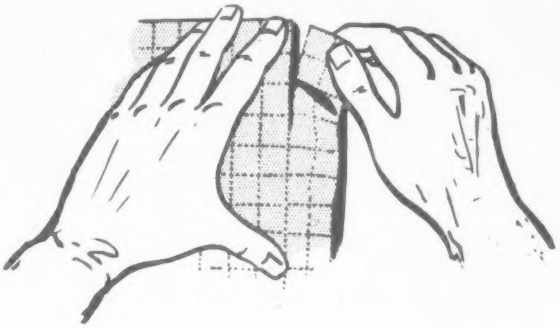
You should complete all necessary postal financial transactions in the presence of the mailer.

Select Suitable Denominations

When you are selling stamps, especially those for use on a parcel post package, always use those of the highest suitable denomination. For example, don't use eight 5's or four 10's, when one 40, or two 20's would suffice. Do not sell damaged, defective, or soiled stock. Sell your older stock first, to minimize spoilage.

Separating and Delivering Stamps

Before separating a sheet of stamps, fold (crease) them on the lines along which you will separate. Then separate along the perforations, being careful not to tear any stamps. You will recall that damaged stamps are not good for postage. Start at the top as shown in figure 8-1. Separating from bottom to top usually results in stamps becoming torn, so it is better to separate from top to bottom.



60.30

Figure 8-1.—Separating stamps.

Deliver stamps to your patrons with the gummed side up to prevent the mucilage from coming in contact with the counter. This procedure is directed by postal regulation to keep the gummed side sanitary.

Some stamp collectors may ask you for PLATE NUMBER BLOCKS. These are the stamps (usually in blocks of four) located on one corner of a sheet of stamps, with the number of the plate from which the stamps were printed, located in the adjoining margin. Some collectors are especially interested in plate blocks of commemorative stamps. Plate number blocks must not be removed in advance from a large number of sheets for the benefit of individual purchasers. They may be set aside however, as sheets are broken for regular sale purposes, and sold as an accommodation to local stamp collectors. There is no additional charge for this plate number.

AFFIXING STAMPS

Navy Postal Clerks are not permitted to affix stamps to mail. The mailer of the article must affix the stamps, and he should be so informed should the question arise. Inform your patrons, when necessary, that the stamps must be affixed firmly in the upper right corner of the address side of the article. Any stamp partly concealed by an overlapping stamp may not be counted as postage.

DAMAGED OR UNSERVICEABLE STOCK

You should not sell damaged stamp stock to your patrons. If, however, damaged stock or the wrong denomination has been sold, such stock may be exchanged by the purchaser. When this is done, the exchange is always made in stamps, NOT IN CASH. Such stamps may be exchanged at full value.

Unserviceable and spoiled stamped envelopes or postal cards, if uncanceled, may be exchanged for other postage-stamped paper as follows:

1. Stamped envelopes (mutilated no more than is necessary to remove contents), for postage value, plus value of postage added as a result of rate increase or for additional service.
2. Unmutilated aerogrammes, for postage value less 1 cent.
3. Unmutilated postal cards, for 85 percent (current rate) of postage value, plus full value of postage added as a result of rate increase or for additional service.

Certain other stamps and stamped paper may be redeemed. These items are listed in Part 147 of the Postal Service Manual.

Any exchangeable item may be exchanged only for stamped paper, postage stamps, stamped envelopes, postal cards, or aerogrammes–in fact any stamp stock that you sell, but not for money.

The following are nonexchangeable:

1. Adhesive stamps, unless mistakes were made in purchasing, or stamps were defective or were affixed to commercial envelopes and post cards.
2. Stamps cut from postal cards, stamped envelopes, or aerogrammes.
3. Parts and pieces of postal cards.
4. Postal cards, stamped envelopes, and aerogrammes received for reply purposes.
5. Mutilated and defaced stamps.

Redeemed Stock for Exchange

Submit your redeemed stock for exchange in multiples of $1 where practicable, when you or your postal officer have determined redemption desirable. Fill out PS Form 17, Stamp Requisition, exactly as if you were making a regular order, except that it should be prominently marked redeemed STOCK and should be submitted in triplicate.

When ordering new stamps required for stamps you are exchanging, order a whole sheet where practicable. On the reverse side, list the quantity, description, and total value (at the applicable redemption rate) of stamps returned. Be certain to list the REDEMPTION VALUE correctly. Do not give the sale price. The stock being returned should be counted, prepared for shipment, and dispatched in the presence of a witness. Each shipment should be securely wrapped, sealed, and forwarded with the requisition by official U.S. Postal Service registered mail to: Postmaster New York, N.Y. ATTN: Accountable Paper Section, Room 3129. Endorse the envelope REDEEMED STOCK on the face.

When the requisition is filled and returned to you, have it witnessed and checked in the same manner as any other shipment of stamps, as described later in this chapter.

Damaged Stock for Exchange

Occasionally, you will receive damaged stamps in a shipment, and at other times you may damage stamps while separating a sheet, or they may become damaged by water or fire.

Such stock must not be sold to the public, but must be returned to your accountable postmaster for exchange. This damaged stock is exchanged for the FULL VALUE. Submit a brief letter of explanation, and list the damaged items on PS Form 17, in triplicate.

Endorse the form DAMAGED STOCK FOR REPLACEMENT. Have a witness verify your entries in the same manner as described above for Redeemed Stock for Exchange, including registration. The address remains the same also. Endorse the envelope DAMAGED STAMP STOCK on the face.

Your postmaster will replace damaged stock item for item, and return it to you like an ordinary requisition. When you receive the stock, process it the same as any other incoming shipment.

REFUNDS

Refunds may be made to a patron when postage or special service fees have been paid on mail and the service paid for is not rendered, or when more than the lawful rate is charged. An example of mail service not rendered occurs when the service to a foreign country is suspended, and the mail is returned to the sender. An example of charging more than the lawful rate could be caused by your misreading the scales. Overcharging also occurs when postage is prepaid on an article at the airmail rate, but the article is actually transported by surface means. In this case, the difference between the postage computed at the airmail and surface rates is refundable. The fact that surface transportation was used must be confirmed.

No refund may be made for registered or insured fees after the mail has been accepted by the post office even though it is later withdrawn by the sender from the mailing post office.

For other conditions that justify refund and the amount of refund allowable, refer to Part 147 of the Postal Service Manual.

Refund Applications

If a refund appears to be justified, the patron may make application on PS Form 3533. The form should be submitted, in duplicate, to your accountable postmaster, with a statement certifying to the validity of the claim, together with the envelope or wrapper, or the portion thereof having names and addresses of sender and addressee, canceled postage and postal markings, or other evidence of payment of the amount of postage and fees for which refund is desired. Your postmaster will give you any further instructions which may be necessary.

UNAUTHORIZED TRANSACTIONS

It is unlawful for those of you entrusted with the sale or custody of postage stamps to use the stamps in payment of debts or expenses, or for the purchase of any salable articles. Stamps must be sold for cash, but not for more or less than their face value.

Stamp stock funds must be kept entirely separate from all other funds in your possession, and must not be mingled with any other funds, such as money order funds or your personal funds. Your stamp stock funds must not be mingled with those of anyone else. They must be maintained separately by the individuals in whose care they are entrusted.

Your personal property must not be stored in any containers assigned for the safeguarding of postal effects. You must not accept deposits of money or other articles for safekeeping.

FIXED CREDIT

Stamps and stamped paper are issued by the accountable postmaster to both civilian and military post offices in the form of FIXED CREDIT. Fixed credit is a term that you will find referred to many times. This term is defined as the TOTAL amount of postage stamps (sheets, books and coils), stamped paper (postal cards, stamped envelopes, and aerogrammes), and stamp funds, carried by a post office.

The total amount of fixed credit carried by a Navy post office depends upon the estimated number of persons to be served. This amount is approximately $7 per person. A portion of the total fixed credit is advanced to the accountable Postal Clerk. Usually this portion amounts to $700, but it may be increased (and later decreased) when deemed necessary by your commanding officer. The remainder of the fixed credit is held by the designated custodial officer.

As the stamps are sold, the cash from stamp sales becomes part of the fixed credit. As the amount of stamps on hand decreases, the amount of cash on hand, as stamp funds, increases; but the total remains constant. The funds are remitted, by check, to the accountable postmaster; new stock is ordered, and upon receipt, the stamps become a part of the fixed credit, and the cycle starts over again.

You must produce the full amount of the credit in stamp stock or funds when you are called upon by proper authority to do so.

Establishing Original Stamp Stock

The procedures for requesting establishment of a Navy post office (see ch. 4) include establishing your original stamp stock.

The amount of the original stamp stock desired by the commanding officer is specified in the letter requesting establishment of the Navy post office. At the approximate rate of $7 per person served, the total amount will be at least $1,000. This amount should be increased in proportion to the size of the crew or persons served, so that a large aircraft carrier would carry an approximate total fixed credit of $30,000.

When a Navy post office is established aboard ship or at an overseas naval activity, the accountable postmaster will issue the original stamp stock without submission of a stamp requisition. It will be forwarded by official registered mail.

Receipt of Stock

The shipment of original stock is addressed to the commanding officer, and, upon receipt, it must be opened only by an officer designated in writing by the commanding officer. The officer is usually the disbursing officer or the postal officer. This officer is the custodian of the main stamp stock.

The custodian of the main stamp stock should open the shipment in your presence. Jointly, verify the contents of the shipment against the enclosed invoice to ensure that the contents agree with the items listed. Both you and the custodian sign the invoice in ink, also noting thereon the date received and the registration number. Retain the duplicate of the invoice in your post office files for record purposes.

The fixed credit and other postal effects will usually be received prior to the authorized date of establishment of the post office. The custodial officer will provide receipts to the accountable postmaster for those items requiring them and retain the fixed credit and other postal effects in his possession until the date of establishment when they will be turned over to you so the post office may commence business.

After you have received the original stamp stock and verified it with the custodial officer, prepare OPNAV Form 2700/3, report of Inspection and Audit of Postal Clerk's accounts, before you commence post office operations. This report will be prepared and submitted on the authorized date of establishment of the post office to show the status of the postal effects on that day. An original and three copies are prepared. Upon completion of the form, all copies must be signed by you, the custodial officer, and the postal officer. The commanding officer need sign only the original.

Prepare in duplicate, PS Form 3367, Fixed Credit Receipt, signed by the accountable Postal Clerk, for the entire amount of the fixed credit. The original is attached to the original of OPNAV Form 2700/3 and the duplicate is attached to the post office file copy of OPNAV Form 2700/3.

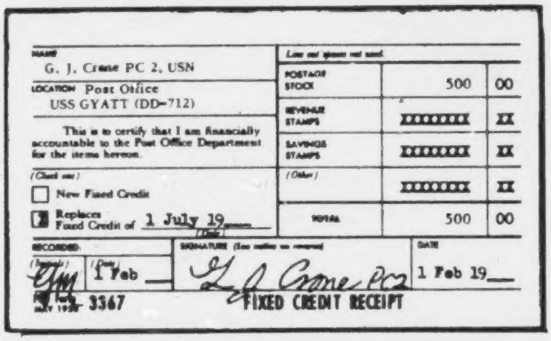
Forward the original of OPNAV Form 2700/3 with the PS Form 3367 attached to the accountable postmaster, addressed in accordance with current instructions. One copy each of OPNAV 2700/3 is forwarded to the Chief of Naval Operations (Postal Affairs Section) and one to the Chief of Naval Personnel (code F3213). A copy of both forms is retained in the post office files.

Custody of Stock

A safe in which to keep the fixed stamp credit assigned to you will be provided before you receive the stock. Remember that you will be the sole custodian of the postal effects issued to you, and that you are wholly responsible for their safekeeping at all times, except when you deliver part or all of them to another custodian and obtain a proper receipt.

The actual need for the conduct of postal business will determine the amount of stamp fixed credit that your commanding officer authorizes to be advanced to you. This amount, in most cases, will be $700 but it may be increased or decreased when the commanding officer deems it necessary. If he should decide that it is necessary for you to have more than $700 of the stamp fixed credit, he will specify the amount by WRITTEN AUTHORITY addressed by title to the accountable Postal Clerk of his command. Copies of this authorization are forwarded to the Chief of Naval Operations and your accountable postmaster. Retention by you of more than $700 of the stamp fixed credit is also noted in the appropriate space on OPNAV Form 2700/3. When it is no longer necessary for you to retain this increased amount, the authorization will be withdrawn in the same manner as it was increased, in writing.

After the determination has been made, the officer custodian will turn over to you a supply of stock in the amount authorized. In his presence, verify the amount of the stock, ensuring that the total is correct. When the count is completed, prepare PS Form 3367, Fixed Credit Receipt (fig. 8-2) in duplicate for the amount of fixed credit the custodial officer is retaining in his possession. The custodian receives the duplicate; you retain the original. Should the custodial officer be the disbursing officer, he will furnish you a Safekeeping Deposit Receipt endorsed "Postage Stamp Fund" in lieu of the PS Form 3367. The custodial officer should also sign in the appropriate place on OPNAV Form 2700/3 and enter the amount of fixed credit he has retained in his custody. This includes both stamp stock and cash.



NAME
G. J. Crane PC 2, USN

LOCATION Post Office
USS GYATT (DD-712)

This is to certify that I am financially accountable to the Post Office Department for the items hereon.

(Check one)
☐ New Fixed Credit
☒ Replaces Fixed Credit of 1 July 19___ (Date)

Line out spaces not used.

POSTAGE STOCK	500	00
REVENUE STAMPS	XXXXXXXX	XX
SAVINGS STAMPS	XXXXXXXX	XX
(Other)	XXXXXXXX	XX
TOTAL	500	00

RECORDED:
(Initials) (Date) 1 Feb ___

SIGNATURE G J Crane PC2

DATE 1 Feb 19___

3367 FIXED CREDIT RECEIPT

60.31

Figure 8-2.—PS Form 3367 Fixed Credit Receipt.

If you issue stock to your assistants be sure to obtain a receipt. In this manner, you will hold receipts for all stamp stock and stamp funds not in your custody, whether held by the custodial officer or by your assistants. Considering what you have in your possession and what is in the custody of others, ensure that you maintain a continuous chain of receipts to cover the total fixed credit.

In order that business may not be suspended during your absence, for such reasons as mail trips, leave, or liberty, you may find it necessary to issue a portion of the fixed credit to one or more of your assistant Navy Postal Clerks. Should this become necessary, you may issue stamps and stamped paper to your assistants, not to exceed $700 per assistant. The issuance is verified jointly. Upon completion of the verification, each assistant will give you a receipt for the stamp stock you have issued him on PS Form 3367, or a similar form. You get the original of the form; the assistant retains a copy.

Each assistant Navy Postal Clerk must be furnished a suitable separate locked receptacle to be placed in the post office safe for safeguarding postal funds and stamp stock assigned to him. If necessary for an assistant Navy Postal Clerk to retain more than $700 the amount is specified in writing by the commanding officer in the same manner as that prescribed for the NPC. The authorization is similarly withdrawn when no longer needed.

Change in Custody

Whenever a change in custody of postal effects occurs, an inspection and an audit are made, and a report is submitted on OPNAV FORM 2700/3, Report of Inspection of Postal Clerk's Accounts. A PS Form 3367, Fixed Credit Receipt, must also be furnished the accountable postmaster in the manner described earlier in this chapter each time an accountable Postal Clerk is designated. Additional instructions on when and how to complete this form, and an illustration of a completed form, are contained in chapter 15 of this course.

REPLENISHMENT

For replenishment purposes, the amount of fixed stamp credit of your Navy post office is divided into two groups:

1. The PORTION of the individual fixed credit in your custody and in the custody of each assistant.
2. The TOTAL of the fixed credit of your activity's Navy post office. Stamp stock for each of these two groups is replenished as described below.

Individual Fixed Credit

Unless otherwise authorized by your commanding officer, the PORTION of individual fixed stamp credit in your custody is replenished daily, near the close of business. This is done by exchanging stamp funds from the sale of stamps that day for stamp stock from the designated officer custodian. With $700 fixed credit, approximately $30 should be retained for change purposes. Large fixed credits should retain a greater amount for change, however the amount of cash in any individuals fixed credit should never exceed one-fourth of his credit. The remainder of the cash should be exchanged for stock.

Activity Fixed Credit

Replenishment of part of the TOTAL fixed credit of your NPO is more detailed than the daily method of replenishing individual fixed credit mentioned above. Replenishment is required whenever the accumulated cash amounts to 25 percent (1/4) of the TOTAL fixed credit carried. For example, if your TOTAL fixed credit amounts to $1,000 replenish when the cash on hand reaches $250 if the total amounts to $5,000 replenish when the cash on hand reaches $1,750. In determining the amount of stock needed, consider the facilities for the protection of the stock, normal stock requirements, and the amount of time required to have a requisition returned. If your ship is scheduled for an extended cruise, submit your replenishment requisition at least 6 weeks before sailing, to ensure that the stock is on board before your departure. This 6-week's lead time also coincides with the request for an increase in fixed credit, which is usually necessary prior to deployment. Increase of fixed stamp credits is covered later in this chapter. Your fleet, force, and type commanders may also promulgate supplemental instructions on replenishment of stamp stock prior to deployment.

Replenishment Guidelines

Experience will soon teach you which stamps are in heavy demand. In all probability, Navy post offices in ships and at overseas activities will use more airmail stamps than ships and activities that are stateside. Also to be considered is the increased mailing prior to holidays, particularly Mother's Day, Father's Day, Easter, Christmas, and New Year's Day. Anticipate your needs, and always keep a supply of the best sellers on hand.

Your first step in ordering is to determine how much cash you want converted into stamp stock. Then, see which denominations are in lowest supply. These should come first in making up your list. To minimize errors, try to order as few different items as possible at each time.

The *Postal Service Manual* also lists minimum and maximum quantities that may be ordered. To the extent practicable, govern yourself by the tables of standard packaged quantities, or multiples thereof, when submitting requisitions. DO NOT requisition less than the minimum quantities or more than the maximum quantities shown.

In determining the quantities to be ordered, remember that most of the stamps you handle are issued in sheets of 50 or 100. Order stamps in full sheets. Refer to the appropriate part of the Postal Service Manual when requisitioning stamps for proper denominations and quantity. If there are 100 stamps per sheet, order in multiples of 100; if there are 50 stamps per sheet, order in multiples of 50. Stamped envelopes are available in boxes of 500.

In all cases when you requisition stamps, adjust the amount of the requisition whenever possible, to permit ordering stamps in at least full sheets and postal cards, envelopes, and books of stamps in full box lots.

STAMP REQUISITIONS

Requisitions are prepared and submitted on the prescribed form in accordance with the procedures discussed below.

Form

Stamps are ordered on PS Form 17, Stamp Requisition, which is prepared in triplicate. The form is perforated and is designed to be folded in half and prepared in duplicate, but Navy post offices prepare an additional copy. To obtain the additional copy, simply fold another Form 17 along the perforated line and separate the sheets.

Procedures

Number your stamp requisitions in sequence, beginning 1 July of each year. Place the requisition number at the top of the form. Enter the other required information at the top of the form. Make certain that the name of your post office is entered correctly and clearly on the line marked "Post Office." Next, list the quantity of each item in the left column, and the value in the right, making certain that each entry is in the proper line. List the value of each item as you go along. Total the values and then check your figures. (See fig. 8-3.) After you have completed the requisition, always recheck to make certain that the entries are aligned, that the multiplication is correct, and that the values have been correctly totaled.

The disbursing officer will transfer cash to cover the total value of the items requisitioned from the stamp fund to his account, and will then issue you a U.S. Treasury check in exchange. Prepare the remittance for dispatch in the presence of a witness. Have the postal officer or your assistant act as a witness. Ask him to check all entries, and sign his name on the retained copy of the requisition. With the witness still present, enclose the order and the check in an official envelope, and seal it securely.

The original stamp requisition and one copy thereof, together with the remittance check, are forwarded to the accountable postmaster by official registered mail. Write the registry number under which the requisition is dispatched, the serial number and disbursing officer symbol number, and the amount of the Treasury check on the triplicate copy of the PS Form 17 that you retain.

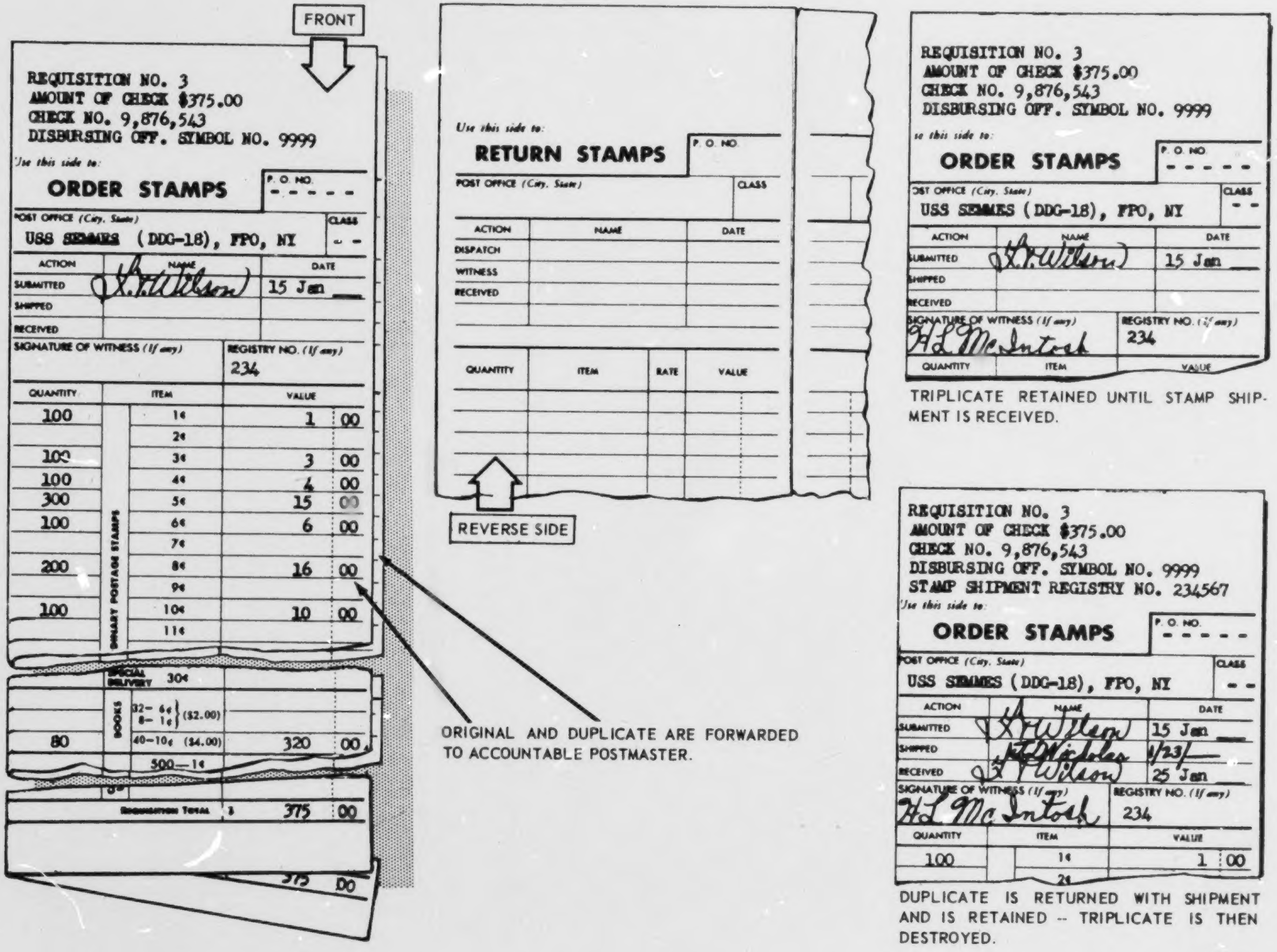
If your Navy post office is a branch of the New York, N.Y., post office, the current mailing address for requisitions is Post Office Box 10,000, General Post Office, New York, N.Y., 10001, but you should check the *Navy Postal Instructions* for the current address at the time you order.

RECEIPT OF STOCK

The accountable postmaster who fills the requisition will return the duplicate copy to your post office with the postage stamp stock by registered mail. As soon as possible after receipt, the package will be opened in your presence by the custodial officer. Count the sheets and books of stamps, but check the postal cards and envelopes by the carton. Care must be taken that postage stock is not discarded with the wrappings. After you have counted all the items have the custodian verify your count. Compare the amount listed on the duplicate copy of PS Form 17 with the retained copy of the requisitions in your files.

If found to be correct, sign in ink on the "Received" line at the top of the requisition, and have the custodian sign below your name. Also enter the date received, and the registration number of the shipment. After verification and completion of the above entries on the duplicate PS Form 17, you may destroy the triplicate copy and file the duplicate copy of the form.

The next step is to record receipt of the shipment of your stock records, PS Form 3295, Daily Record of Stamps, Stamped Paper, and Nonpostal Stamps on Hand (fig. 8-4). A separate form is used for each denomination and type of



FRONT

REQUISITION NO. 3
AMOUNT OF CHECK $375.00
CHECK NO. 9,876,543
DISBURSING OFF. SYMBOL NO. 9999

Use this side to:

ORDER STAMPS

P. O. NO. - - - - -

POST OFFICE (City, State)	USS SEMMES (DDG-18), FPO, NY	CLASS - -
ACTION	NAME	DATE
SUBMITTED	Wilson	15 Jan
SHIPPED		
RECEIVED		
SIGNATURE OF WITNESS (If any)		REGISTRY NO. (If any) 234

QUANTITY		ITEM	VALUE	
100	ORDINARY POSTAGE STAMPS	1¢	1	00
		2¢		
100		3¢	3	00
100		4¢	4	00
300		5¢	15	00
100		6¢	6	00
		7¢		
200		8¢	16	00
		9¢		
100		10¢	10	00
		11¢		
	SPECIAL DELIVERY	30¢		
	BOOKS	32– 6¢ 8– 1¢ ($2.00)		
80		40–10¢ ($4.00)	320	00
		500—1¢		
		REQUISITION TOTAL	$ 375	00
			375	00

Use this side to:

RETURN STAMPS

P. O. NO.

POST OFFICE (City, State)			CLASS
ACTION	NAME		DATE
DISPATCH			
WITNESS			
RECEIVED			
QUANTITY	ITEM	RATE	VALUE

REVERSE SIDE

ORIGINAL AND DUPLICATE ARE FORWARDED TO ACCOUNTABLE POSTMASTER.

REQUISITION NO. 3
AMOUNT OF CHECK $375.00
CHECK NO. 9,876,543
DISBURSING OFF. SYMBOL NO. 9999

Use this side to:

ORDER STAMPS

P. O. NO. - - - - -

POST OFFICE (City, State)	USS SEMMES (DDG-18), FPO, NY	CLASS - -
ACTION	NAME	DATE
SUBMITTED	Wilson	15 Jan
SHIPPED		
RECEIVED		
SIGNATURE OF WITNESS (If any)	H L McIntosh	REGISTRY NO. (If any) 234
QUANTITY	ITEM	VALUE

TRIPLICATE RETAINED UNTIL STAMP SHIPMENT IS RECEIVED.

REQUISITION NO. 3
AMOUNT OF CHECK $375.00
CHECK NO. 9,876,543
DISBURSING OFF. SYMBOL NO. 9999
STAMP SHIPMENT REGISTRY NO. 234567

Use this side to:

ORDER STAMPS

P. O. NO. - - - - -

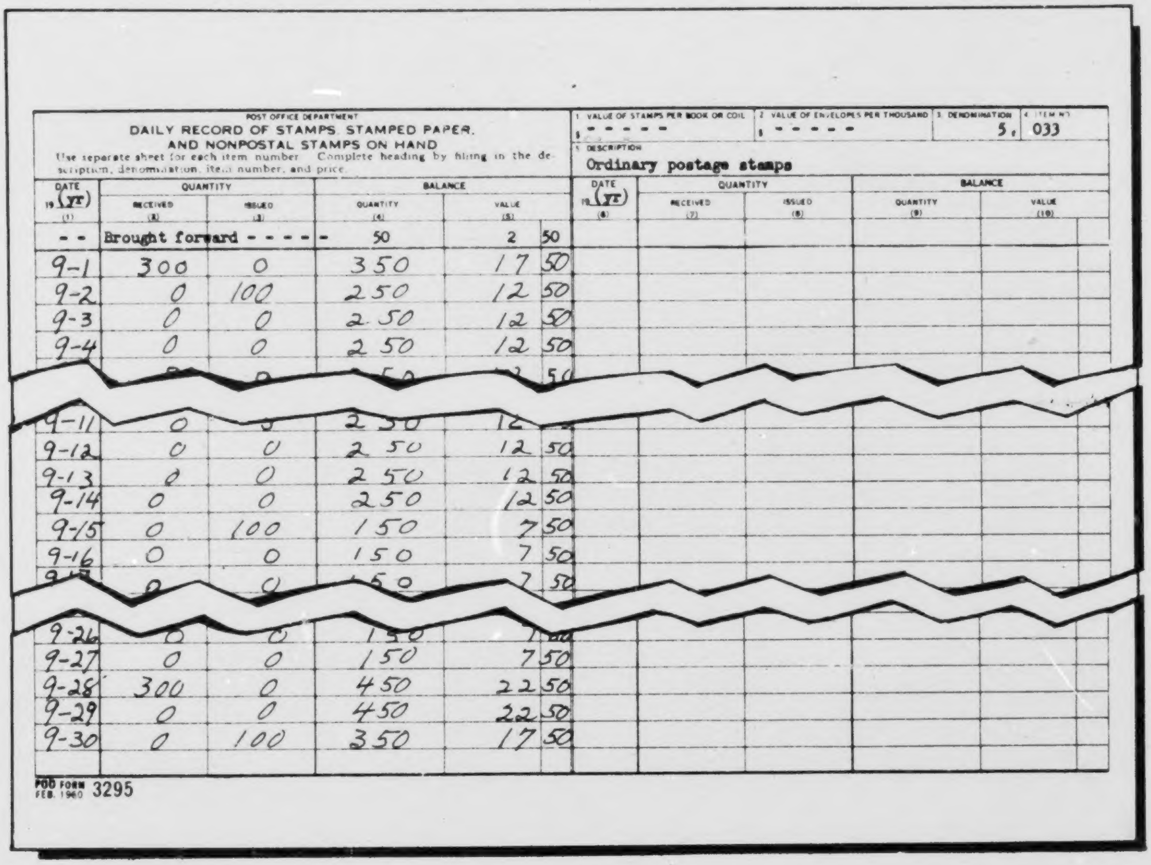
POST OFFICE (City, State)	USS SEMMES (DDG-18), FPO, NY	CLASS - -
ACTION	NAME	DATE
SUBMITTED	Wilson	15 Jan
SHIPPED	Nicholas	1/23/
RECEIVED	Wilson	25 Jan
SIGNATURE OF WITNESS (If any)	H L McIntosh	REGISTRY NO. (If any) 234

QUANTITY		ITEM	VALUE	
100		1¢	1	00
		2¢		

DUPLICATE IS RETURNED WITH SHIPMENT AND IS RETAINED -- TRIPLICATE IS THEN DESTROYED.

60.32

Figure 8-3.—PS Form 17, Stamp Requisition—(Front and Back).



POST OFFICE DEPARTMENT

DAILY RECORD OF STAMPS, STAMPED PAPER, AND NONPOSTAL STAMPS ON HAND

Use separate sheet for each item number. Complete heading by filling in the description, denomination, item number, and price.

1. VALUE OF STAMPS PER BOOK OR COIL $ - - - - -
2. VALUE OF ENVELOPES PER THOUSAND $ - - - - -
3. DENOMINATION 5¢
4. ITEM NO. 033
5. DESCRIPTION Ordinary postage stamps

DATE 19(yr) (1)	QUANTITY RECEIVED (2)	QUANTITY ISSUED (3)	BALANCE QUANTITY (4)	BALANCE VALUE (5)		DATE 19(yr) (6)	QUANTITY RECEIVED (7)	QUANTITY ISSUED (8)	BALANCE QUANTITY (9)	BALANCE VALUE (10)	
- -	Brought forward - - - -	-	50	2	50						
9-1	300	0	350	17	50						
9-2	0	100	250	12	50						
9-3	0	0	250	12	50						
9-4	0	0	250	12	50						
9-11	0	0	250	12							
9-12	0	0	250	12	50						
9-13	0	0	250	12	50						
9-14	0	0	250	12	50						
9-15	0	100	150	7	50						
9-16	0	0	150	7	50						
9-26	0	0	150	7							
9-27	0	0	150	7	50						
9-28	300	0	450	22	50						
9-29	0	0	450	22	50						
9-30	0	100	350	17	50						

POD FORM 3295 FEB. 1960

60.33

Figure 8-4.—PS Form 3295, Daily Record of Stamps, Stamped paper, and Nonpostal Stamps on hand.

stock to maintain a perpetual inventory of the main stock. The form has a column for the date, a section showing the quantity received and issued and a balance section showing the quantity remaining on hand and the value thereof. It is recommended that 2 copies of each form be prepared, one to be retained by the custodial officer and one for the NPC. By proper use of these forms, especially in posting the receipt and issue of stock when they take place, the amount of the fixed credit not in the custody of the NPC can easily be determined at any time. When you replenish your stamp supply from the custodial officer, compare your PS Form 3295 with that held by him to ensure that the forms agree, and that an accurate balance is presented.

If a discrepancy is found when the shipment is received, report the facts immediately to your accountable postmaster and the Chief of Naval Operations. A copy of the report is filed in the post office, and the amount of the discrepancy is carried as "in transit" pending adjustment. The wrapper of the package, or the shipping case if envelopes are involved, must be carefully preserved until the matter is adjusted. Upon final disposition of the case, carry out the instructions given you by the accountable postmaster and CNO.

INCREASING OR DECREASING FIXED CREDITS

You should keep sufficient postage stamps available to meet the anticipated needs of your ship or station.

As conditions warrant, request increase or decrease of your fixed credits. An increase should be made, for example, prior to departure on an extended cruise of 3 months or more. If your ship is to depart on a midshipman cruise, consider the additional personnel on board when requesting the increase. If an air group or a Marine detachment is to be embarked, also take this into consideration.

Your fleet, force, and type commanders may also promulgate supplementary instructions on increasing your stamp stock prior to deployment, and on decreasing upon return from deployment.

A request for an increase in the stamp fixed credit and reductions thereof should be in multiples of $500.

OPNAV Form 2700/3 Report of Inspection of Postal Clerk's Accounts, when properly completed and distributed upon the receipt of an increase in stamp fixed, or upon reduction of the credit, is acceptable in lieu of the regular monthly report for the month in which made.

Increase

A request for an increase in stamp fixed credit is made in letter form by the commanding officer to the Chief of Naval Operations (Postal Affairs Section), who will request the U.S. Postal Service to furnish the increase. The letter will be prepared by post office personnel or one of the other offices, depending upon local practice. The request for additional stamp credit should state the amount of increase desired, the new fixed credit resulting therefrom, the reason for the request, and the date by which the additional stamp stock is required. Any other information required by *Postal Instructions* should be included. As an enclosure to the letter, include PS Form 17, Stamp Requisition, in duplicate, listing the quantities and denominations of stamp stock desired to make up the increase in credit. Prepare a triplicate of the stamp requisition to be retained in your files.

Upon receipt of the increased stamp fixed credit, complete and distribute OPNAV Form 2700/3 Report of Inspection of Postal Clerk's Accounts, in accordance with current instructions, as a receipt for the fixed credit. Be sure to attach a new PS Form 3367, Fixed Credit Receipt, to the original and your file copy of OPNAV Form 2700/3 in the amount of the total fixed credit resulting from the increase. Verification and other procedures upon receipt of this stock are the same as those employed when stamp stock is regularly replenished.

Decrease

When the need for the increased credit no longer exists, the fixed stamp credit should be reduced. It may be reduced without further reference to the Chief of Naval Operations. This reduction is accomplished by returning the undesired portion of the credit by official registered mail to your accountable postmaster. Include a letter of explanation to the accountable postmaster, identifying your post office, the amount of stamp stock returned, the amount of the U.S. Treasury check included (remittances must not be in the form of cash), and the amount of fixed credit remaining. Stamp stock to be returned is listed on a PS Form 17, Stamp Requisition on the side of the form captioned "Return Stamps." OPNAV Form 2700/3 Report of Inspection of Postal Clerk's Accounts, accounting for the new fixed credit, is completed at the time the credit is reduced and distributed in accordance with current instructions. Attach a PS Form 3367, Fixed Credit Receipt, to the original and post office copy in the same manner as for an increase in the fixed stamp credit.

The following procedures are applicable to Navy post offices that are branches of the New York, N.Y. post office:

Address the above-mentioned letter of explanation to the Postmaster, New York, N.Y., attention: Superintendent, Accountable Paper Section, Room 3133.

If the entire amount of the reduction in fixed credit, or a part thereof, is to be accomplished by the remittance of a U.S. Treasury check, the check must be accompanied by a copy of the above-mentioned letter of explanation, advising of the reduction of credit, and is forwarded by official registered mail to Post Office Box 10,000 General Post Office, New York, N.Y., 10001.

When stamp stock is returned to accomplish the entire amount of the reduction in fixed stamp credit, or a part thereof, the stamps are accompanied by PS Form 17, listing the returned stock and identifying the return as a reduction of credit, and is forwarded by official registered mail to Postmaster, New York, N.Y., attention: Accountable Paper Section, Room 3129.

Furnish the Chief of Naval Operations a copy of the letter explaining the reduction of the fixed credit, and a copy of the OPNAV Form 2700/3 accounting for the new fixed credit.

CHAPTER 9

POSTAL MONEY ORDERS

At the time this manual was being prepared for the printer, the U.S. Postal Service was in the process of converting to a new money order system. The new system began in May 1973 in the first-class post offices in the Eastern region. Conversion of the military services was expected to begin about November 1973.

Information on the new system is being promulgated through *Postal Bulletins.* Navy postal personnel should remain on the alert for changes to Chapter 7, Section 5, of the *U. S. Navy Postal Instructions* (OPNAV Instruction 2700.14C).

Study the new instructions as they come out. They will tell you how to process money orders under the new system and you may be questioned on them in your advancement examination.

CHAPTER 10

INTERNATIONAL MAIL

International mail is mail addressed to a foreign country and handled through a foreign postal administration. International conditions and restrictions usually do not apply to domestic mail matter transmitted to or from a Navy post office located in a foreign country.

One United States civilian or military post office in an area is authorized to exchange mail with foreign postal facilities, and mail from the area is routed to this designated post office for exchange.

International mail service differs from domestic mail service in many ways. For example, the four classes of domestic mail do not apply and the types of matter that may be mailed and conditions under which they are acceptable for mailing may vary for different countries.

No matter what class of mail you may be handling, if it is international mail, be sure to refer to U.S. Postal Service Publication 42, International Mail, which contains the rates and conditions governing all mail to individual foreign countries.

OFFICIAL CORRESPONDENCE

Navy post offices are not permitted to correspond directly with officials of postal administrations of other countries. All letter inquiries from foreign postal officials are to be referred to the Chief of Naval Operations, Postal Affairs Branch.

The above limitation is not to be construed as a restricting of the authority of area commanders or commanding officers to conduct negotiations with host countries for the establishment of Navy post offices, or to make arrangements with host countries for the direct exchange of mail.

INTERNATIONAL POSTAL SERVICE

International postal service consists of those services provided member countries under the provisions of the Convention of the Universal Postal Union and the Convention of the Postal Union of the Americas and Spain, and bilateral International Parcel Post Agreements between the United States and the other countries.

Universal Postal Union

The provisions of the Universal Postal Union (UPU) cover the rules for the exchange of all mail, except parcel post. They stipulate generally how each member country will accept and handle another member's mail in its postal system, and define the categories of mail, conditions of mailing, special services, and handling charges.

Postal Union of the Americas and Spain

The provisions of the Postal Union of the Americas and Spain (PUAS) cover the exchange of mail, including parcel post, between member countries which are listed in Part 112 of PS Pub 42. Special provisions applicable to the exchange of mail of member nations are noted later in this chapter as the various categories of mail are discussed. Generally, the provisions of PUAS allow a more liberal exchange of certain categories of mail among member nations than does the UPU. When provisions of the PUAS apply to international mail addressed to member nations, they are noted in each case; otherwise, the provisions of the UPU apply.

Categories of International Mail

The two major categories of international mail are Postal Union Mail and Parcel Post.

Postal union mail is further divided into two categories, LC mail and AO mail.

POSTAL UNION MAIL

LC mail includes letters, letter packages, post cards, and aerogrammes. These are described as follows:

- Letters and letter packages are the same as for domestic mail. (See ch. 5.)
- Post cards are unfolded sheets of cardboard, rectangular in shape and of uniform thickness, and should be of a light color that does not interfere with legible address and postmarking.
- Aerogrammes (air letter sheets) are single sheets of folded paper in the form of an envelope with preprinted postage. They are sealed and may be sent by airmail to any country in the world.

AO mail includes printed matter, matter for the blind, samples of merchandise, and small packets. These are described as follows:

- Printed matter applies to all impressions or reproductions obtained on paper or materials similar to paper, parchment, or cardboard by means of printing, engraving, lithography, photography, or other easily recognizable mechanical process. Reproductions obtained by means of stamps with movable or immovable type, and the typewriter are not considered printed matter.
- Matter for the blind is accepted in International Mail as follows:

1. Books, periodicals, and other matter, including unsealed letters, impressed in Braille or other special type for the use of the blind.
2. Plates for embossing blind literature.
3. Discs, tapes, or wires bearing voice recordings and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind. Although in domestic mail various other articles are admitted free of postage as matter for the blind, the only articles accepted in international mail are those listed above.

- Samples of merchandise apply to the following: electrotypes; single cut-out patterns; keys sent singly; fresh cut flowers; articles of natural history; tubes of serum and vaccine; and medicaments of urgent need that are difficult to obtain. (This category is not discussed in detail in this chapter because Navy Postal Clerks will not accept such articles.)
- Small Packets offer a convenient and economical means for sending small quantities of merchandise, or documents not having the character of current and personal correspondence.

Conditions Applicable To All Classes.–Certain conditions are applicable to all classes of Postal Union mail. These include preparing and addressing, payment of postage, prohibitions and restrictions imposed by member nations, and documentation necessary for dutiable articles.

Preparing and Addressing

Senders must prepare articles securely, taking particular care when articles are for distant countries. International mail is handled more and is subjected to greater friction and pressure than domestic mail. Therefore, it must be enclosed in strong envelopes or other wrappings. Envelopes of any light color on which the address and postmark will be legible may be used. Three-cornered envelopes are not permissible. Window envelopes meeting the conditions as stated in Publication 42, are acceptable in international mail, except open-panel envelopes, and envelopes that measure less than 3½ inches in width and 5½ inches in length. Open-panel envelopes are acceptable only in ordinary unregistered mail to Canada. The use of envelopes measuring over 9 inches by 12 inches is not recommended.

ADDRESSING.–Mail articles should be addressed in legible roman letters placed on the right side of the article, lengthwise. Sufficient space should remain for the postage stamps or post-paid impressions and any service labels or notations required. If there is not enough space for all of the above, require the sender to re-wrap or use a larger envelope.

The name and address of the addressee must be written precisely and completely. The names of the locality and country of destination must be in capital letters. When sending mail to towns and cities, the house number and street address, or box number must be included.

Addresses in Russian, Greek, Arabic, Hebrew, Japanese, or Chinese characters must bear an interlined translation of the names of the post office, province, and country of destination in English. If the English form of the name is not known, the foreign spellings should be shown in roman characters, print, or script.

The return address of the sender must be shown in the upper left corner of the address side of the mail. It must be placed in such a way as not to affect either the clarity of the address or the application of service labels or notations.

Postage

Articles must be fully prepaid to assure dispatch without delay and without penalty against the addressee. Delivering post offices will collect from the addressees of shortpaid letters and post cards the amount indicated as "Postage Due" in United States currency by the receiving exchange office. The Canadian service applies the ratings on articles from that country. You will collect the amount due by affixing and canceling postage due stamps to the article at the time of delivery. If an article bears a portion of U.S. Postage, the delivering office will subtract this amount from the amount to be collected.

Postage should be applied on the address side of the article in the upper right corner. Care should be taken when placing the stamps on the article to make sure they are securely attached. If the postage stamps for some reason are not securely attached and are lost in transit, it could cause the article to become "postage due," requiring the addressee to pay additional postage to receive it.

Postage fees for special services may be paid by U.S. postage stamps or by meter stamps of a bright red color. Precanceled stamps may be used in the same manner as for domestic mail. Airmail stamps may be used on airmail articles only, and special delivery stamps may be used only for payment of special delivery fees.

Postage may also be paid by permit imprints, which may be of any color, subject to the general conditions for domestic mail. Permit imprints must show the amount of postage paid.

Reply coupons may be exchanged for stamps in payment of postage, or redeemed as described in chapter 8.

Nonpostage stamps, labels resembling postage stamps, or impressions resembling post paid impressions must not be used on the address side of mail articles.

ARTICLES MAILED ABOARD SHIPS (PAQUEBOT).–Mail posted aboard ships on the high seas must bear the postage stamps of the country whose flag the vessel flies. On arrival at a port, an officer of the ship hands the mail into the post office of the port city, where the stamps are canceled and the mail dispatched. If the stamps are foreign, the post office uses a special Paquebot postmark or applies the rubber stamp. Mail posted aboard a United States ship on the high seas, or aboard any ship while in a United States port, must bear United States stamps and is not entitled to Paquebot cancellation at a United States post office.

In certain cases, as a courtesy, mail from foreign merchant vessels encountered on the high seas may be accepted by Navy post offices and dispatched through Navy postal channels, or held until arrival at a United States port. Such mail should not be postmarked, but should be tied out separately, and the facing slip, pouch, or sack label marked to indicate that it is entitled to Paquebot cancellation.

Mailings Without Postage

Several categories of mail may be accepted for international mailing without postage under certain conditions. Of these, Federal Government official mail, consular, diplomatic, and Postal Service official mail are discussed in chapter 5. The limitations imposed on each category apply to both UPU and PUAS mail unless otherwise noted.

Foreign Reply-Paid Cards

Reply-paid cards, as well as folded (double) cards are not accepted in international mail.

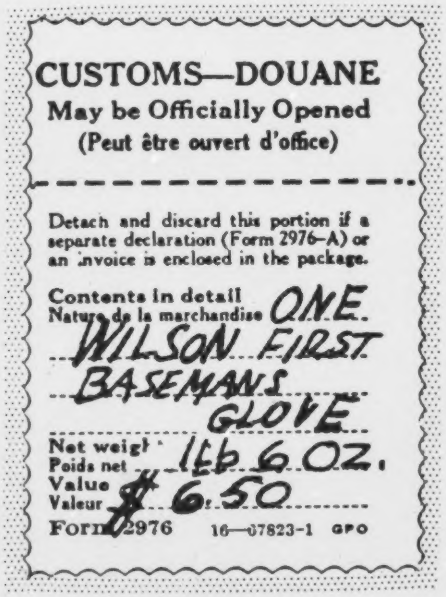
Prohibitions and Restrictions

A general list of articles prohibited or restricted from transmission in the postal union mails is listed under Part 213 of Publication 42. Before accepting any article for international mail, always check Publication 42 under the individual country concerned for its specific prohibitions and restrictions.

Documentation

Each letter or letter package containing dutiable articles, prints dutiable in the country to which they are being sent, and each small packet, must have a customs label, PS Form 2976 (see fig. 10-1) attached. The form is not, under any circumstances, to be used on parcel post packages, nor are parcel post forms to be used on Postal Union mail.

There are occasions when only the upper portion of the PS Form 2976 will be used. This is usually when the addressee does not want the contents to appear on the outside of the article, or if the value of the article exceeds $100. When using the upper portion of PS Form 2976 customs declaration Form 2976-A is used in conjunction and will be enclosed with a complete description of all contents. See figure 10-2. Descriptions of a general nature are not allowed.



CUSTOMS—DOUANE
May be Officially Opened
(Peut être ouvert d'office)

Detach and discard this portion if a separate declaration (Form 2976–A) or an invoice is enclosed in the package.

Contents in detail
Nature de la marchandise ONE WILSON FIRST BASEMANS GLOVE
Net weight
Poids net 1lb 6 OZ.
Value
Valeur $ 6.50
Form 2976 16—07823-1 GPO

60.68

Figure 10-1.–PS Form 2976, customs label.

Whenever you accept mail for a foreign country check Pub 42 for the requirements for documentation for that specific country, to be sure it is correct.

Rates and Conditions for Specific Cases

Each class of postal union mail is subject to specific rates, weight limits, and dimensions, and certain classes have additional restrictions as to content mailable within those classes. These rates and conditions vary according to country; they can be found in Pub 42 under the country concerned.

Letters and Letter Packages

The current postage rates for letters and letter packages are found in Part 221 of Publication 42.

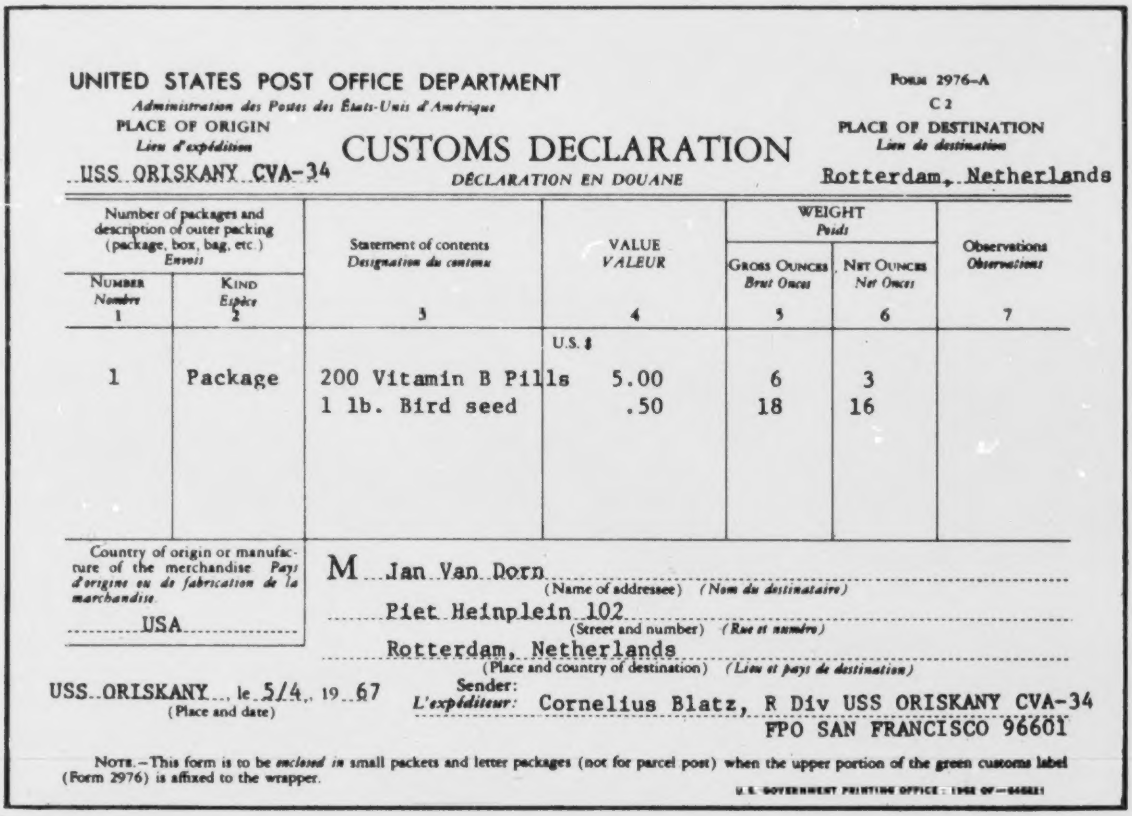
The weight limit for letters and letter packages to all countries is 4 pounds, except Canada which is 60 pounds.

The maximum length of any one article is 24 inches, and the maximum length, breadth, and thickness combined is 36 inches. When sent in the form of a roll, the length, (not to exceed 36 inches), plus twice the diameter may not exceed 42 inches.

The minimum dimensions are 5 1/2 inches in length and 3 inches in width on the address side. For articles in the form of a roll, the length may not be less than 4 inches, or the length plus twice the diameter may not be less than 6 3/4 inches. Articles having lesser dimensions are accepted on condition that a rectangular address tag is attached whose dimensions are not less than 4 by 2 3/4 inches.

Letters and letter packages may not contain any documents having the character of actual correspondence addressed to persons other than the addressee or persons living with the addressee.

Articles liable to customs duty (merchandise) may be forwarded in letters or letter packages to



UNITED STATES POST OFFICE DEPARTMENT
Administration des Postes des États-Unis d'Amérique

Form 2976-A
C 2

PLACE OF ORIGIN
Lieu d'expédition
USS ORISKANY CVA-34

CUSTOMS DECLARATION
DÉCLARATION EN DOUANE

PLACE OF DESTINATION
Lieu de destination
Rotterdam, Netherlands

Number of packages and description of outer packing (package, box, bag, etc.) *Envois*		Statement of contents *Designation du contenu*	VALUE *VALEUR*	WEIGHT *Poids*		Observations *Observations*
Number *Nombre* 1	Kind *Espèce* 2	3	4	Gross Ounces *Brut Onces* 5	Net Ounces *Net Onces* 6	7
			U.S. $			
1	Package	200 Vitamin B Pills 1 lb. Bird seed	5.00 .50	6 18	3 16	

Country of origin or manufacture of the merchandise *Pays d'origine ou de fabrication de la marchandise*
USA

M Jan Van Dorn
(Name of addressee) *(Nom du destinataire)*
Piet Heinplein 102
(Street and number) *(Rue et numéro)*
Rotterdam, Netherlands
(Place and country of destination) *(Lieu et pays de destination)*

USS ORISKANY, le 5/4, 19 67
(Place and date)

Sender:
L'expéditeur: Cornelius Blatz, R Div USS ORISKANY CVA-34
FPO SAN FRANCISCO 96601

NOTE.—This form is to be *enclosed in* small packets and letter packages (not for parcel post) when the upper portion of the green customs label (Form 2976) is affixed to the wrapper.

60.70

Figure 10-2.—PS Form 2976A, customs declaration.

certain countries, while others do not accept such articles or accept only certain articles under specified conditions. Consult the individual country in Publication 42 to make sure the article is acceptable for mailing.

The sender must complete and affix the green customs label, PS Form 2976, to the address side of the letter or letter package. If he knows that the contents of the package are not dutiable, he may omit the form, but acceptance for mailing is then at his risk. The U.S. Postal Service assumes no responsibility for the treatment given the article by foreign customs authorities. Omission of this form may result in delayed delivery and penalties against the addressee, regardless of whether the contents are dutiable or not.

The words "Letter (lettre)" should be added on the address side of letters and letter packages by the sender if, because of their size or manner of preparation, they may be mistaken for matter of another class.

Post Cards

The basic requirements for post cards acceptable in international mail is the same as those for domestic mail: they must be of a cardboard that meets the material and color specifications or paper strong enough to withstand handling, as indicated in the Postal Service Manual. Post cards of private manufacture must bear on the front the heading "Post Card," although this is not obligatory for picture post cards.

Post cards consist of a single card sent unenclosed, without wrapper or envelope. The right half, at least, of the address side of the card is reserved for the address of the addressee and the notations or labels relating to the service. The sender may use the back and the left half of the address side for correspondence or writing. Postage must appear on the address side, in the upper right corner of the card; otherwise the card is treated as unprepaid. Undeliverable post cards are disposed of in the country of address unless they bear the name and address of the sender.

Attachments or samples of merchandise may not be joined to post cards. However, illustrations, photographs, stamps of any kind, labels, and clippings of any kind of paper or other very thin material, as well as address labels, may be glued to the back on condition that they do not alter the character of the post cards. Stamps of any kind likely to be confused with the postage stamps, may be placed only on the back.

Reply-paid cards, as well as folded double cards are not acceptable in the international mail. Double or folding cards are mailable if they are enclosed completely in an envelope.

Post card maximum dimensions are 6 inches by 4 1/4 inches, while the minimum dimensions are 5 1/2 inches by 3 1/2 inches.

Printed Matter

Printed matter is divided into four categories each having separate surface rates. They are: (1) regular printed matter, which includes printed matter other than the three following categories; (2) books and sheet music; (3) second-class publications; and (4) controlled circulation publications. The current rates for each category and the weight and size limits are listed in Part 223 of Publications 42. Senders must mark "Printed Matter" on the address side of the envelopes or wrappers of packages paid at regular printed matter rates. On printed matter mailed at other than the regular rates, the marking must include its category, for example: "Printed Matter – Books," or "Printed Matter – Sheet Music." Prints known to be dutiable in the country to which addressed should have a green customs label, PS Form 2976 attached (see fig. 10-1).

Postage on regular printed matter, books, and sheet music must be paid by means of postage stamps, meter stamps, or permit imprints showing the amount of postage paid.

Matter for the Blind

Surface items mailable internationally as "Matter for the Blind" are accepted as surface mail free of postage.

Airmail items mailable internationally as "Matter for the Blind" are accepted as regular airmail articles, with prepaid postage at the current airmail rate.

Items not acceptable as "Matter for the Blind" pursuant to Publication 42, are subject to regular international rates of postage.

Articles accepted as Matter for the Blind must be in unsealed envelopes or wrappers prepared so as to permit easy examination. The word "FREE" must be placed in the upper right corner, immediately above the words "Matter for the Blind," on surface mail only. On airmail articles, at the current airmail rate of postage, the words "Matter for the Blind" must be placed in the upper right corner near the stamps. If the mail being accepted is from an officially recognized institution for the blind, the name of the institution must appear in the return address.

Weight and size limits, plus a complete list of items acceptable as "Matter for the Blind" are listed under Part 224 of Pub 42.

Small Packets

Small packets offer a convenient and economical means for sending small quantities of merchandise, commercial samples, or documents not having the character of current and personal correspondence. Gramophone records, tapes and wires, whether bearing a sound recording or not, automatic data processing cards, magnetic tapes or similar items, as well as QSL cards sent between two Ham Radio operators, providing they contain no sounds or notations having the character of correspondence, may also be sent.

Small packets may not be sealed and the sender must mark in bold letters on the address side of the packet the words "Small Packet" or its equivalent in a language known in the country of destination.

Some enclosures are permitted such as a simple invoice or a slip showing the names and addresses of the sender and the addressee of the packet.

Items prohibited as enclosures are matter which contain written or sound recorded communications having the character of current personal correspondence; coins, bank notes, paper money, canceled or uncanceled postage stamps, or values payable to the bearer; manufactured or unmanufactured platinum, gold, or silver; precious stones, or other precious articles.

Maximum and minimum dimensions are the same as for letter mail and the weight limit is 2 pounds unless otherwise indicated under the country item in the appendix of Pub 42.

Treatment of Outgoing Postal Union Mail

Outgoing Postal Union mail should be handled according to prescribed procedures to ensure that it is properly dispatched. Shortpaid, unpaid, and improperly prepared mail can largely be avoided if these procedures are followed. When accepting Postal Union mail for dispatch, be certain that all applicable requirements have been met. For example:

- Has the article been properly addressed?
- Has the required postage been affixed to the article? Don't rely on your memory; always check the applicable rates.
- Is the article within the prescribed weight limits for the country to which it is being dispatched?
- Are the dimensions of the article within the prescribed limits of the country to which it is being dispatched?
- Has the article been properly prepared? Is it sealed or unsealed as its class requires?
- Is the matter admissible for mailing as the class that the sender requests?
- Has the article been properly endorsed or marked by the sender, especially when it might be confused with an article of another class?
- Are the attachments or enclosures, if any, permitted for the specific class?
- Has the article been properly documented? Has the customs label, if required, been properly completed and affixed by the sender?

If the answers to all the above questions are yes, you prepare the article for dispatch.

As you will not personally accept all the International Mail dispatched from your office, some of the mail you prepare for dispatch may have one or more of the deficiencies listed above. If this is the case, you may not dispatch such mail until all the deficiencies of a specific article have been corrected, or until you have followed procedures required to ensure proper handling. Some of these procedures are discussed below.

Shortpaid and Unpaid Postal Union Mail

Return shortpaid and unpaid articles to the sender for deficient postage, except the following:

- Special delivery should be dispatched to the appropriate TNPO or exchange office, unless the additional postage can be obtained without delaying the article.
- Letter mail and post cards with a return address at a post office other than the mailing office should be dispatched to an appropriate TNPO or exchange office.
- Letter mail and post cards without a return address should be dispatched to the appropriate TNPO or exchange office; other articles without a return address should be sent to the Dead Letter Branch, U.S. Post Office, New York, N.Y. 10001, or San Francisco, Calif. 94101, whichever is appropriate.
- On all mail for Canada you must endorse the articles to show how much postage due charges are to be collected upon delivery. On letter mail and post cards that are unregistered, the amount to be charged is double the amount of the regular required postage. On all other ordinary articles and registered articles the amount to be charged is only the amount that is shortpaid.

TERMINALS AND INTRANSIT OFFICES.–If yours is a terminal or intransit post office, do not make a systematic search of ties for shortpaid and unpaid articles while working Postal Union mail. But if such mail is noted, it should be handled as follows:

- Special delivery articles should be dispatched without marking or delay.
- Postal Union mail for Canada should be dispatched without marking or delay.
- All other mail received from post offices in the immediate area should be returned to the senders for deficient postage. The immediate area is that geographic area within the military command under which your post office is operating. Endorse each article with the stock rubber stamp, R-1300-230, "Returned for additional postage," prior to returning to the sender.

Improperly Prepared Postal Union Mail

Do not return articles to senders if they are not addressed as prescribed in Pub 42, if the country of destination is legibly written. Dispatch such articles to an appropriate exchange office for decision as to sufficiency of address. New postage must be paid on articles remailed with corrected addresses after being returned from other countries.

Post offices will return oversized cards to senders, if known, unless they are prepaid at the letter rate. If sender is not known, dispatch oversized cards to the appropriate exchange office.

If you discover an article that is less than the prescribed minimum size limits and not prepared in accordance with Pub 42, return it to the sender. If the sender is not known, dispatch the articles to the dead letter office.

Forwarding Postal Union Mail

Generally, articles are forwarded to a new address of the addressee, even to a third country, or back to the United States. The sender may forbid forwarding by a notation on the envelope or wrapper, in a language understood in the country to which addressed.

When the addressee has moved to another foreign country, post cards and ordinary letters that do not appear to contain merchandise and do not bear a notice forbidding forwarding may be redirected to the addressee. Letters and cards are forwarded by surface if surface mail and by air if airmail is involved, without prepayment of additional postage. If the difference between the domestic and international postage is not added at the time of forwarding it will be collected when the letter or card is delivered. Surface letters and cards will be forwarded by air if the difference between the domestic postage and the international airmail rate has been added on the letter or card.

Returned Postal Union Mail

Articles will generally be returned to the sender if delivery cannot be made. Ordinary (unregistered) articles or printed matter, other than books, are not returned unless the sender has requested their return as prescribed in Part 223 of Pub 42.

The reason for nondelivery of the returned articles may be indicated in French or Spanish. The most usual expressions are listed in Pub 42, Part 235.

Precanceled stamps on mail returned to the United States must be defaced before delivery to the sender.

Treatment of Incoming Postal Union Mail

Special procedures affecting incoming Postal Union mail deal with three main areas: charges, forwarding, and undeliverable articles.

Charges

Charges that you may be required to collect include customs clearance and delivery fees, and fees on shortpaid mail, invalid foreign postage, AO mail containing letters, and returned mail.

CUSTOMS CLEARANCE AND DELIVERY FEES.–These fees are authorized by the international postal convention as a reimbursement to the Postal Service for the work it performs in clearing mail articles through customs and for delivery to the addressee. You should collect the appropriate fee on each article on which duty or tax is paid by the addressee, even if several articles are covered by a single mail entry form. For current fees to be charged, see Part 240, of Pub 42. After collecting the fees, affix postage due stamps to the articles or packets and cancel. You may not refund these fees even though the

Customs Service may later refund the duty paid to the addressee. Do not collect fees on dutiable matter from the Canal Zone or from overseas United States military post offices, or on packages assessed with duty, but which are delivered without collection of duty under personal tourist exemption.

Procedures for collecting customs duty are discussed in chapter 12.

SHORTPAID MAIL.–Collect, from the addressees, of shortpaid letters and post cards, the amount in United States currency indicated by the receiving exchange office. The Canadian service applies the ratings on articles from that country. The amount is accounted for by affixing and canceling postage due stamps, and is retained by the postal service. If an article bears United States postage the delivering office shall allow credit for its value when postage due is collected.

INVALID FOREIGN POSTAGE.–Foreign mail bearing invalid postage is accompanied by international Form C 10, issued in the country of origin and is rated as unpaid. The addressee is asked to pay the postage due, to disclose the name and address of the sender, and to surrender the envelope. The post office will send the envelope, after delivery, or the entire article if the addressee refuses it, with the Form C 10 to the Mail Classification Division, Finance Department, U.S. Postal Service, Washington, DC 20260, with the name and address of the sender if disclosed by the addressee, so it can be investigated through international channels.

STORAGE.–The post office will collect storage charges for each day until delivery is made on:

Any printed matter package or small packet exceeding 1 pound in weight.

Any dutiable letter package regardless of weight. The charges and other conditions prescribed in part 321 of Pub 42 for incoming parcel post packages apply to the postal union articles mentioned.

AO MAIL CONTAINING LETTERS.–When you find a personal communication in an AO article, the office discovering it will mark the cover and rate the article for collection of postage due in the same manner as prescribed for letters found in parcels.

RETURNED MAIL.–You collect charges on returned mail as follows:

1. On returned second-class publications mailed to Canada by publishers or registered news agents, 6 cents for the first 2 ounces and 2 cents for each additional ounce.
2. From the sender of any article returned through a dead letter branch, the amount indicated on the dead letter office envelope.
3. From the sender of an undeliverable insufficiently prepaid article, the deficient postage that should have been collected from the addressee.
4. Any other charge indicated by the exchange office.

Foreign Markings Instead of Stamps

Some articles of foreign origin do not bear postage stamps but are marked, Postage Paid, Taxe Percue, Port Paye, TP or PP, with a Postmark. The marking On Her Majesty's Service, or O.H.M.S., is also sometimes used. This mail is treated as prepaid.

Forwarding

Within the United States domestic service, articles received by surface may be forwarded by surface, and articles received by air may be forwarded by air without charge. Articles are not to be forwarded if the envelope or wrapper bears a notation forbidding such service. Registry items may be forwarded as registered mail without additional registry fee.

TO ANOTHER COUNTRY.–Articles can be forwarded on condition that the country of destination accepts mail of the classification involved. Articles received by either surface or air, which do not bear instructions forbidding their being forwarded, are forwarded by surface without an additional postage charge or fee. United States postage at the airmail rate to the country concerned must be prepaid on any article forwarded by air.

BACKSTAMPING.–A legible postmark is applied to the back of letters and to the front of postcards when they are received missent or are to be forwarded.

Undeliverable Articles

Normally, you should hold articles at the disposal of the addressee for 30 days, except in the following cases:

1. Articles bearing the sender's request for return within a specified time not exceeding 2 months.
2. Articles bearing no time limit for their return, when there is good reason to believe they can be delivered to the addressee if held for a period not exceeding 2 months. These articles should be marked "Specially held for delivery."
3. Articles on which the addressee has protested the rate or amount of duty assessed.
4. Articles positively known to be undeliverable, such as mail refused, or addressee moved and left no address. These shall be treated as undeliverable unless they bear the sender's request specified in 1 above.

Directory Service

Foreign circulars or foreign mail bearing first-class postage, received in quantities and having the general characteristics of circular mail, must not be given directory service. All other classes of Postal Union mail should be given normal directory service. Mail prohibited by law is returned to the sender without charge.

Endorsements on international mail when given directory service will be the same as prescribed for domestic mail.

When applying directory service to mail of a foreign origin, be sure and check Part 159 of the Postal Service Manual for proper procedures.

INTERNATIONAL PARCEL POST

International parcel post is a separate and distinct category from Postal Union mail, and should be treated as such. Any procedures or limitations that apply to both are specifically noted in this chapter and in governing publications.

The requirements for acceptance and handling of international parcel post are similar for all countries. However, as they are determined by individual bilateral agreements, and by special provisions of the PUAS, for member nations of that union, Navy Postal Clerks should always check applicable publications for specific data. In the sections that follow, such publications are noted unless the topic being discussed applies generally to all countries.

The procedures for handling outgoing and incoming international parcels differ considerably from those for domestic parcels. Although some similarities do exist, do not rely on your experience in handling domestic parcels to determine whether you have properly accepted, dispatched, or otherwise handled international parcels.

Outgoing Parcels.–Postage rates and information as to articles prohibited or restricted to individual countries is published under the country headings in the appendix of PS Pub 42, International Mail. These prohibitions and restrictions are based on information furnished by the country concerned.

Packing, Preparing, and Mailing

Even though the responsibility of properly enclosing, packaging, and sealing of parcels in international mail rests with the sender, it is your responsibility to make available all the proper requirements so the sender can meet these responsibilities. You must also advise the sender that the U.S. Postal Service will not assume liability for loss, rifling, or damage arising from defects which may not be observed at the time of mailing.

Packing

Make sure that every parcel you accept is securely and substantially packed, having regard to the nature of the contents and climatic conditions, the length of the journey, and the numerous handlings and risks of concussion to which parcels for foreign destinations are unavoidably subjected en route.

Packages packed in canvas or similar material, double-faced corrugated cardboard boxes, solid fiber boxes or cases, thick cardboard boxes, or strong wooden boxes made of lumber at least a half-inch thick or plywood of at least three plies are acceptable. Ordinary pasteboard containers are wholly inadequate. Although it is permissible to use heavy wrapping paper or waterproof paper as the outside covering of a carton, such paper may not serve as the only covering of the contents. Boxes with lids screwed or nailed on and bags closed by sewing may be used provided they conform to other conditions prescribed. Heavy objects, such as cans, must be surrounded with other contents or packing material so that they cannot shift within the parcel.

If a patron presents a parcel that does not meet the above requirements, do not accept it, stating the reason it is unacceptable. If you are not sure if the article being presented is acceptable, refer to Postal Service Manual Part 121, which contains the regulations and illustrations regarding recommended packaging and closures.

Sealing

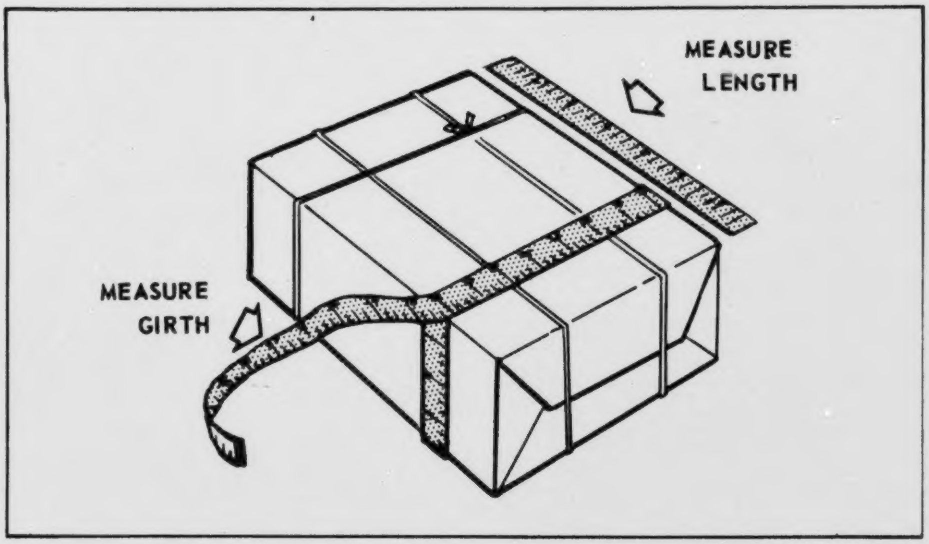
Sealing is also the responsibility of the sender. Such items as wax, wire, or metal bands are adequate means of sealing and will permit detection of any attempted depredation.

You must remember that sealing is compulsory for all insured or registered International Parcel Post, and for ordinary parcel post for certain countries.

Dimensions and Weight Limits

The address side of a parcel must measure at least 5 1/2 inches in length and 3 1/2 inches in width. Measuring for international parcels is the same as domestic parcels as discussed in chapter 5.

The usual method of measuring parcels, as described in Part 135 of the Postal Service Manual and shown in figure 10-3, is not always adaptable in the case of tires, coils of rope, hose, wire, and articles which form a circular shape. A



60.46

Figure 10-3.—Measuring length and girth combined.

circular object, regardless of whether there is an open space in the center, should be measured around its entire girth as shown in figure 10-4. This measurement must not exceed 64 inches in order for the item to be acceptable for mailing in the international mail system.

When accepting a parcel addressed to another country, always check the weight limits applicable to each country of destination, under the individual country items in the appendix of Pub 42.

Enclosures and Attachments

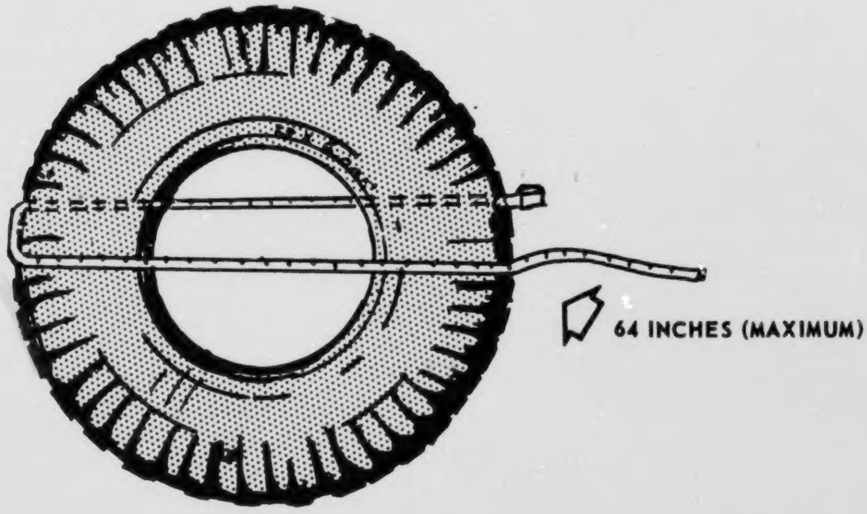
Generally, personal correspondence must not be enclosed in or written on any parcel. If a communication is found in a parcel, place it in the mail if separable; if inseparably attached, the entire parcel must be rejected. A parcel may contain an open invoice, confined to the particulars which constitute an invoice, and a simple copy of the address of the parcel, with mention of the address of the sender.

In the case of parcel post packages for Canada, a letter, and for Switzerland, a letter or card, fully prepaid and bearing the same address as that of the parcel, may be tied or otherwise securely attached to the outside of the parcel. The letter or card should be attached in such manner as to prevent its separation therefrom or its interference with the address of the parcel. Stamps to cover postage on the parcel must be fixed to the wrapper of the parcel. Stamps to pay postage on the letter must be fixed to the envelope. Parcels to which such letters are attached are treated as parcel post.

Addressing and Mailing

Whenever possible, the name and address of the sender and the addressee should be legibly and correctly written on the parcel itself or on a label gummed thereto, it should also be written on a separate slip of paper enclosed in the parcel.

Parcels will not be accepted when addressed to or sent under initials, unless the initials are the adopted trade name of the sender or the addressee. Addresses in ordinary pencil are not allowed, but copying ink or indelible pencil on a surface previously dampened may be used. After the return address and the address have been legibly written or printed on the parcel, there should be sufficient space left for the addition



60.47

Figure 10-4.–Measuring circular objects.

of necessary service notations, labels, and postage stamps.

Parcels addressed to a foreign country may not be mailed in letter boxes. Patrons must present them at parcel post windows of post offices, stations, or branches where the necessary postal forms accompanying the parcel will be furnished without charge.

Official parcels of authorized departments or agencies authorized to use the Postage and Fees Paid indicia, will be given the postal service requested, provided the service is available to the country to which the parcel is addressed. Official parcels are subject to weight and size limits and other mailing conditions as specified in the appendix of Pub 42.

Rates

Surface parcel post rates are based on an initial weight unit of 2 pounds and succeeding units of 1 pound.

Air parcel post rates are based on weight units of 4 ounces. Rate tables are shown in the appendix under the Parcel Post heading of each country to which the service is available.

In computing postage on surface parcels, a fraction of a pound is charged as a full pound. On air parcels, a fraction of 4 ounces is charged as a full 4 ounces. Also, in computing the amount of surface or airmail postage required, the weight of the customs declaration and other postal forms attached to an individual parcel will not be included with that of the parcel.

Place stamps for payment of postage and fees in the upper right corner of the address side of the parcel. If the wrapping is of cloth or other material to which stamps will not adhere, place them on the customs declaration tag in the space below the name and address of the addressee.

POSTMARKING.–Postmark international parcel post to show the name of the Navy post office and the date of mailing.

Shortpaid Parcels

AT MAILING OFFICE.–Check outgoing parcels carefully for postage payment before they are dispatched. Shortpaid parcels which bear a return address at the office of mailing should be returned to the sender for the deficient postage, or held and the sender requested to supply the missing postage. Original postage is still valid when the parcel is remailed. If the return address is not at the mailing office, the parcel should be dispatched to the terminal post office or exchange office unless the parcel is totally unpaid. Totally unpaid international parcels must either be returned to the sender or dispatched to the appropriate dead letter office.

AT TERMINAL AND INTRANSIT OFFICES.–Offices that rehandle international parcel post should not attempt to make a systematic search for shortpaid parcels. However, any parcel observed to be totally unpaid should be returned to the sender.

Prohibitions and Restrictions

A general list of prohibitions and restrictions appears in Part 312 of Pub 42. On this list are those articles excluded from the domestic mail of the United States, with the exception of safety matches, enclosures bearing an address different from that appearing on the parcel itself, and letters.

When patrons inquire at your office for information about articles which are prohibited or restricted to individual countries, always consult the appendix of Pub 42 under prohibitions and restrictions.

Documentation

Documentation on international parcels varies according to country of address. Before accepting a parcel for dispatch, check the individual country concerned to see what forms are required in the appendix of PS Pub 42. The different types of forms and their use are discussed below.

Customs Declaration, PS Form 2966

When a customs declaration is required on a package, it is your responsibility to see that the sender fills it out completely including any special instructions that may be required, and to include the following information:

1. The name and address of the sender and the addressee.
2. The disposal to be made of the parcel if it is undeliverable as addressed. If the sender is not willing to pay the return postage on his parcel, he should indicate that it is to be abandoned in case of nondelivery.
3. A complete description of the contents, in English, and if required, an interlineation in the language prescribed. The description should be specific–not "coat" or "stockings," but "fur coat" or "silk stockings." The exact quantity and value of each kind of article should be stated. If more space is required, an additional declaration form may be used, or a list placed on the wrapper, making reference to the fact on the declaration itself.
4. If the parcel is to be insured, the amount for which it is insured should be shown in the space provided.

The form should be affixed to the parcel by means of a cord passed through the eyelets. In addition, the form must be bound to the parcel so that it lies flat and cannot be used as a handle to lift the parcel while in transit. Figure 10-5 illustrates Form 2966 showing the information that the sender and the accepting Postal Clerk should add to complete the form.

Parcel Post Sticker PS Form 2922

Each parcel mailed to another country by international parcel post requires a PS Form 2922, Parcel Post Sticker. When the sender completes this form he should indicate the alternative disposition of the parcel, sign his name at the bottom of the form, and paste the sticker to the wrapper of the parcel, preferably to the address side. If the shape and size of the parcel makes pasting the sticker to the wrapper impractical, it may be fixed to a tag which should in turn be securely attached to the parcel.

You should enter in the spaces provided the weight of the parcel and the postage paid (not including insurance or other fees), and initial the form. For official mail, enter the words "Official Paid" or the abbreviation "Off. Pd." in lieu of postage. Be sure that the sticker is securely attached to the parcel.

Figure 10-6 illustrates Form 2922, showing the information which the sender and accepting Postal Clerk should add to complete the form.

Dispatch Note, PS Form 2972

When the dispatch note is required, the sender should fill it out completely with his name and address and the name and address of the addressee, indicate the alternate disposition to be made of the parcel, and attach the form to the parcel in the same manner as the customs declaration.

You should enter in the appropriate spaces the weight of the parcel, the amount of postage paid, the number of customs declarations, and if insured, the insurance number and the amount of insurance. For official parcels, endorse as described above in lieu of postage. Postmark the dispatch note in the space provided and return it to the sender, who must then attach it to the parcel.

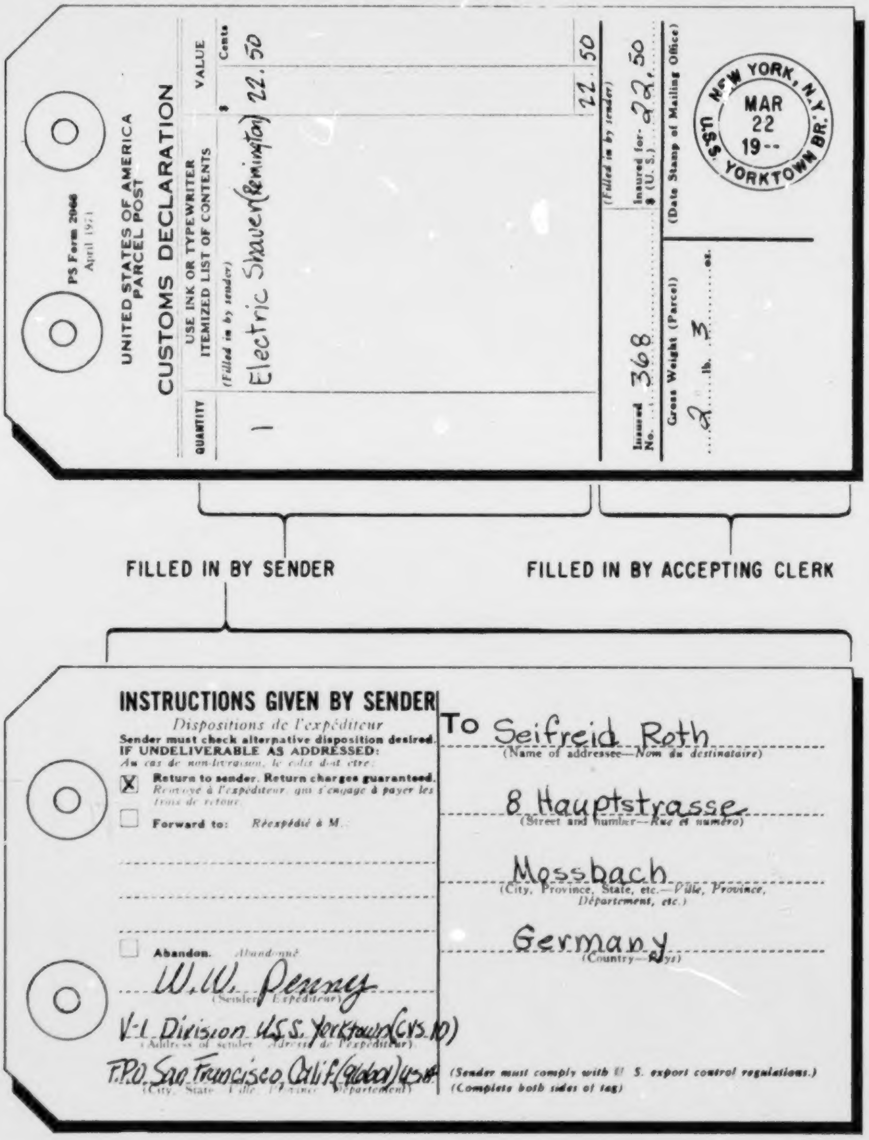
Figure 10-7 illustrates Form 2972 showing the proper information that the sender and accepting Postal Clerk should add to complete the form.

Customs Declaration, PS Form 2966-A

Parcels addressed to many of the foreign countries require the use of PS Form 2966-A (adhesive). The adhesive reduces the number of parcels without customs declarations being received at international exchange offices. Form 2966-A is used instead of the Form 2966 (Tie-on Tag) for some countries. Other countries require the use of Form 2966-A and Form 2966. However, when Form 2966-A is used on a parcel, Form 2922, International Parcel Post Instructions Given by Sender, is not used.

Nonpostal Forms

Many countries require export license number, copies of invoices, import permits, and other special permits prior to admitting entry of a parcel post package. If any of the above are required, it will be noted in the appendix of Pub 42 under the individual country concerned. This again shows that you cannot be too careful when accepting a parcel for International Mail.



PS Form 2966
April 1971

UNITED STATES OF AMERICA
PARCEL POST

CUSTOMS DECLARATION

QUANTITY	USE INK OR TYPEWRITER ITEMIZED LIST OF CONTENTS (Filled in by sender)	VALUE $	Cents
1	Electric Shaver(Remington)	22.	50
		22.	50

(Filled in by sender)

Insured No. 368

Insured for- $ (U. S.) 22.50

Gross Weight (Parcel) 2 lb. 3 oz.

NEW YORK, N.Y.
MAR
22
19--
U.S.S. YORKTOWN BR.

(Date Stamp of Mailing Office)

FILLED IN BY SENDER

FILLED IN BY ACCEPTING CLERK

INSTRUCTIONS GIVEN BY SENDER

Dispositions de l'expéditeur

Sender must check alternative disposition desired.
IF UNDELIVERABLE AS ADDRESSED:
Au cas de non-livraison, le colis doit etre:

☒ **Return to sender. Return charges guaranteed.** *Renvoyé à l'expéditeur, qui s'engage à payer les frais de retour.*

☐ **Forward to:** *Réexpédié à M.*

☐ **Abandon.** *Abandonné*

W.W. Penny
(Sender—Expéditeur)

V-1 Division U.S.S. Yorktown(CVS 10)
(Address of sender—Adresse de l'expéditeur)

F.P.O. San Francisco, Calif.(Global) USA
(City, State—Ville, Province, Département)

To Seifreid Roth
(Name of addressee—Nom du destinataire)

8 Hauptstrasse
(Street and number—Rue et numéro)

Mossbach
(City, Province, State, etc.—Ville, Province, Département, etc.)

Germany
(Country—Pays)

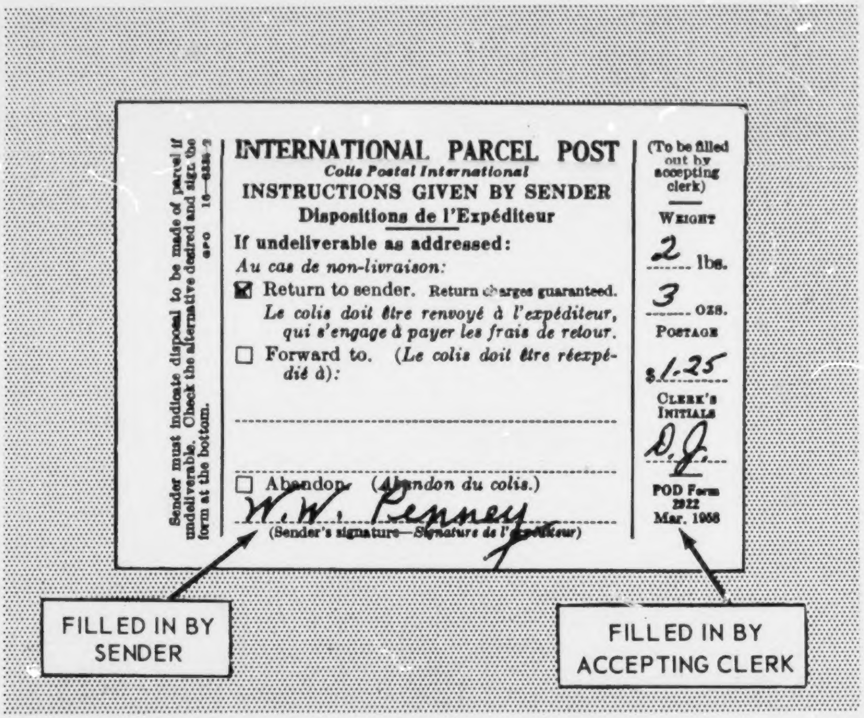
(Sender must comply with U. S. export control regulations.)
(Complete both sides of tag)

60.49

Figure 10-5.—PS Form 2966, Customs declaration.

Forms Found Loose in the Mail

Customs declarations and dispatch notes found loose in the mail and apparently lost from parcels in transit must be sent to the appropriate exchange office by airmail. The exchange office will attempt to attach the forms to their parcels before dispatch. As some countries impose a fine on the addressee of parcel post without proper documents, be sure when accepting such articles



Sender must indicate disposal to be made of parcel if undeliverable. Check the alternative desired and sign the form at the bottom. GPO 16—[illegible]

INTERNATIONAL PARCEL POST
Colis Postal International
INSTRUCTIONS GIVEN BY SENDER
Dispositions de l'Expéditeur

If undeliverable as addressed:
Au cas de non-livraison:

☒ Return to sender. Return charges guaranteed.
Le colis doit être renvoyé à l'expéditeur, qui s'engage à payer les frais de retour.

☐ Forward to. (*Le colis doit être réexpédié à*):

☐ Abandon. (Abandon du colis.)

W. W. Penney
(Sender's signature—*Signature de l'expéditeur*)

(To be filled out by accepting clerk)

WEIGHT
2 lbs.
3 ozs.

POSTAGE
$1.25

CLERK'S INITIALS
D.J.

POD Form 2922
Mar. 1958

FILLED IN BY SENDER

FILLED IN BY ACCEPTING CLERK

60.50

Figure 10-6.–PS Form 2922, parcel post sticker.

that they are properly documented and that the documents are securely attached.

Incoming Parcels.–Charges on incoming parcels may include customs charges and delivery fees, return postage, storage, and penalty charges on parcels containing letters. The procedures used for collection are the same as those used for incoming AO Postal Union mail discussed previously in this chapter. Procedures for collecting customs duty are discussed in chapter 12.

Articles of foreign origin that bear markings or postage meter impressions in lieu of stamps are treated as prepaid mail.

Delivery

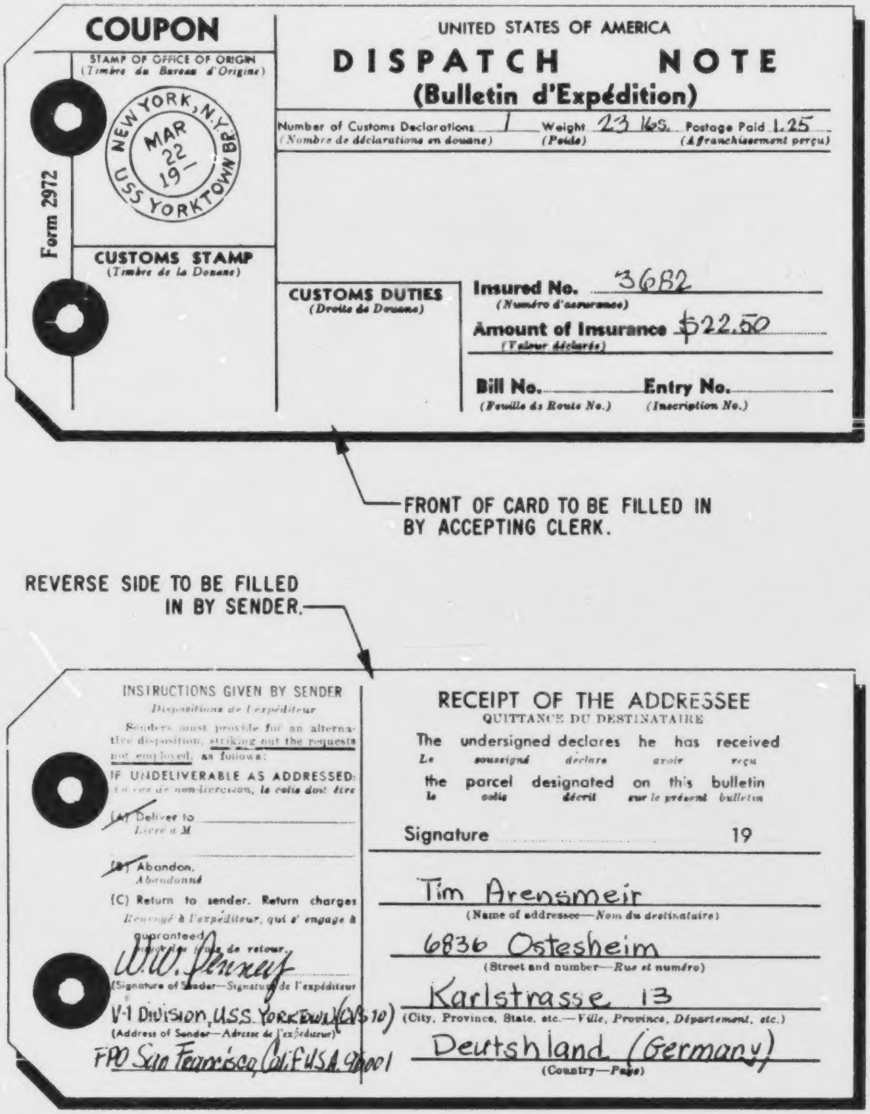
Delivery is effected in the same manner as domestic parcel post. Parcels received with dispatch notes (bulletined expedition) attached are delivered with the dispatch notes intact. These forms have a space provided for the addressee's acknowledgment of receipt, but do not require signature, when a parcel is delivered by a United States post office. If a parcel is undeliverable, mark the dispatch note as well as the wrapper to show the reason for nondelivery and leave the dispatch note attached to the parcel.

Do not confuse foreign dispatch notes with foreign return receipts, designated Avis de reception, which are discussed later in this chapter.

International parcels endorsed for special mail services are delivered according to procedures prescribed for the services concerned. These are discussed later in this chapter.

Forwarding

If a parcel is forwarded to the original addressee or to an alternate addressee at another post office in the United States by surface



COUPON

STAMP OF OFFICE OF ORIGIN
(*Timbre du Bureau d'Origine*)

NEW YORK, N.Y.
MAR 22 19—
USS YORKTOWN BR.

Form 2972

CUSTOMS STAMP
(*Timbre de la Douane*)

UNITED STATES OF AMERICA

DISPATCH NOTE

(Bulletin d'Expédition)

Number of Customs Declarations 1 (*Nombre de déclarations en douane*)
Weight 23 lbs. (*Poids*)
Postage Paid 1.25 (*Affranchissement perçu*)

CUSTOMS DUTIES
(*Droits de Douane*)

Insured No. 3682
(*Numéro d'assurance*)

Amount of Insurance $22.50
(*Valeur déclarée*)

Bill No. .... (*Feuille de Route No.*)
Entry No. .... (*Inscription No.*)

FRONT OF CARD TO BE FILLED IN BY ACCEPTING CLERK.

REVERSE SIDE TO BE FILLED IN BY SENDER.

INSTRUCTIONS GIVEN BY SENDER
Dispositions de l'expéditeur

Senders must provide for an alternative disposition, striking out the requests not employed, as follows:

IF UNDELIVERABLE AS ADDRESSED:
En cas de non-livraison, le colis doit être

~~(A)~~ Deliver to ____________
Livré à M

~~(B)~~ Abandon.
Abandonné

(C) Return to sender. Return charges guaranteed.
Renvoyé à l'expéditeur, qui s' engage à [illegible] frais de retour.

W.W. Penney
(Signature of Sender—Signature de l'expéditeur

V-1 Division, USS. Yorktown (CVS 10)
(Address of Sender—Adresse de l'expéditeur)
FPO San Francisco, Calif USA 96601

RECEIPT OF THE ADDRESSEE
QUITTANCE DU DESTINATAIRE

The undersigned declares he has received the parcel designated on this bulletin
Le soussigné déclare avoir reçu le colis décrit sur le présent bulletin

Signature 19

Tim Arensmeir
(Name of addressee—*Nom du destinataire*)

6836 Ostesheim
(Street and number—*Rue et numéro*)

Karlstrasse 13
(City, Province, State, etc.—*Ville, Province, Département, etc.*)

Deutshland (Germany)
(Country—*Pays*)

60.51

Figure 10-7.—PS Form 2972, dispatch note.

transportation, it is subject to collection on delivery of postage at the United States domestic zone rate for the distance that it was forwarded. Forwarding by airmail must be prepaid at the domestic airmail rate. The post office forwarding an unprepaid parcel by surface in the United States will mark the wrapper "Postage Due," giving the amount of domestic postage required, along with storage charges if any. When delivering an unprepaid forwarded parcel, the post office making the delivery will collect the necessary amount of postage (in postage due stamps) for the service performed, even if the postage-due marking was omitted.

Do not assess postage due charges on parcels forwarded to an addressee whose address has changed due to official orders. Endorse the parcel "Change of Address Due to Official Orders," otherwise the addressee is subject to postage due charges.

If the addressee has moved to the country of the parcel's origin and no instructions are given to deliver to a second addressee in the United States, the post office will mark it "Moved", show the forwarding address of the addressee, and send by surface means (including parcels received by air), to the appropriate exchange office for return to the country of origin.

If the addressee has moved to a third country, or if the parcel bears instructions to deliver it to an alternate addressee in a third country, the post office will hold the parcel and request instructions from the Mail Classification Division, Finance Department, U.S. Postal Service, Washington, D.C. 20260. The request should include the names and addresses of the sender and the addressee, or the alternate addressee, the weight of the parcel, whether ordinary, registered, or insured, and nature and value of the contents as shown on the customs declaration, so that the Office of Mail Classification may communicate with the foreign postal administration to secure forwarding postage. If the sender has indicated that the parcel is to be abandoned if undeliverable as addressed, dispose of the parcel as prescribed in Part 325 PS Pub 42, International Mail.

Undeliverable

Returned parcels of United States origin are subject, on delivery to the sender, to collection of return postage and any other charges assessed by the foreign postal authorities. The amount of such charges will be indicated by the exchange office. If the sender refuses the parcel, it shall be disposed of as dead parcel post. If the sender has moved to another address in the United States the parcel may be redirected, subject to forwarding postage at the domestic zone rate. If the sender has moved to another country, the post office will hold the parcel and request instructions from the Mail Classification Division, Finance Department, U.S. Postal Service, Washington, DC 20260. They will indicate the new address of the sender, the amount of return postage and charges due on the parcel, weight, whether ordinary, registered, or insured, and the nature of the contents as shown on the customs declaration.

Parcels of foreign origin that are undeliverable will normally be held for 30 days, except as follows:

1. A parcel refused or known to be undeliverable should be treated as undeliverable at once.
2. A parcel bearing the sender's request for delivery to an alternate address should be held 15 days at the disposal of the first addressee, and 15 days at the disposal of the second.
3. A parcel returned from customs custody with the advice that the addressee has not complied with the required customs entry procedures should be treated as undeliverable at once.
4. On written request of the addressee or other person acting for the addressee, a parcel which remains undelivered may be held up to 60 days on condition that the storage charges due at the end of the first 30-day period are paid at the time of the request and that the storage charges which accumulate thereafter are paid every 10 days.
5. A parcel from Great Britain which bears request to "Return Forthwith to Sender at Sender's Expense", shall be returned within 10 days, or immediately if definitely known to be undeliverable.

Marking and Disposal

At the end of the retention period prescribed, mark parcels and the accompanying dispatch notes, if any, to show the reason for nondelivery. Cross out the address of the addressee, but do not obliterate it entirely. Treat the parcel in accordance with the alternative disposition instructions given by the sender on the parcel or accompanying dispatch note. If alternative instructions are not given, return the parcel to the sender. Parcels to be returned to senders should be dispatched by surface means, including parcels received by air (after crossing out airmail markings), to the terminal Navy post office or exchange office.

Parcels bearing sender's instructions to abandon should be marked "Abandoned" and sent to the appropriate dead parcel post branch for disposal, except that parcels having customs duty assessed should be sent to the collector of customs at the nearest customs collection port. The customs entry forms, Customs Form 3419, are detached from the package and disposed of in the following manner. Complete PS Form 2933, Register of Uncollected Customs Charges, in duplicate. Enter the serial number and amount of the Customs Form 3419, and the reason for noncollection. Forward the original of Form 2933 with the original and receipt copy of related Customs Form 3419 to the Regional Commissioner of Customs, Attention: Cashier, New York, N.Y. 10004. File the copy of Form 2933 for reference purposes.

Air Service

Parcel post may be sent by air to the countries for which air parcel post rates are shown in the appendix of Pub 42 under the individual country concerned.

Postal union mail of any class may be sent by air and the sender should mark the words "PAR AVION" in the left corner just below the return address in blue color. Post offices may furnish senders with PS Label 19 for this purpose. Articles which the senders have failed to mark Par Avion shall not be returned for marking or be marked by postal personnel. However, if the article is prepaid at the airmail rate, dispatch the article without delay.

Aerogrammes

Aerogrammes (air letter sheets which can be folded into the form of an envelope and sealed), may be sent by air to all countries. All parts of the sheets may be used for the sender's message, except the address side. No enclosures are permitted. The use of tape or stickers to seal aerogrammes is prohibited. Aerogrammes may be sent under registration on payment of the required registry fee in addition to the postage. Aerogrammes that contain enclosures are treated as regular airmail letters. When required additional postage has not been placed on the articles, they are returned to the sender for the deficiency or sent to the nearest terminal Navy post office or exchange office.

Registration

Postal union mail of all classes may be registered to all countries unless a specific exception is stated under the individual country concerned in the appendix of the Pub 42, International Mail. Parcel post packages may also be registered, providing an arrangement has been made between the United States and the country concerned.

Current registry fees and the services provided or available for registered mail to foreign countries may be found in the appendix of Pub 42, International Mail under the individual country concerned.

Preparation By the Mailer

The address and return address on International registered mail should be written in ink or indelible pencil or typed. Mail which has the address and return address written in pencil, should not be accepted.

The sender must securely seal letters or letter packages presented for registration. Wax or paper seals on envelopes must bear a distinctive mark and must be affixed in such manner as to allow sufficient space at the intersections of the flaps for postmarking. Self-sealing envelopes and envelopes or packages that appear to have been opened and resealed must not be registered.

Articles under the following classifications presented for registration must not be sealed: printed matter, books, matter for the blind, samples of merchandise amd small packets.

Parcel post packages presented for registration must be sealed, and in such manner, as to permit detection of any attempted depredation. Parcels that appear to have been opened and resealed must not be registered. Issue the sender a receipt for mail matter accepted for registration to other countries in the same manner as prescribed for domestic mail (see ch. 6). Endorse receipts and your post office record "P.P." to distinguish parcel post from Postal Union mail accepted for registration. If the article or parcel is registered free, mark the receipt and office record with the appropriate endorsement.

Return Receipts

There are two times that a patron may request a return receipt; at the time of mailing and within a period of 1 year from the day following that on which the article or parcel was mailed.

When the sender requests a return receipt at the time of mailing you proceed as follows:

1. Endorse the article on the address side "AVIS DE RECEPTION" (meaning return receipt), or A.R. Add "Par Avion" to the endorsement if the return receipt is to be returned by airmail and the additional fee for the airmail service is to be prepaid at the current airmail rate for the country of address. (See figure 10-8.)
2. Complete international return receipt, PS Form 2865, and attach to the article or parcel. The form is gummed on both ends so it can be securely attached, and is perforated along the gummed ends to facilitate completion and return.
3. When the return receipt is to be returned by airmail, mark it on the address side "Renvoi Par Avion" (meaning return by airmail) and attach PS Label 19 in the area of the address. This label also bears the words "Par Avion".
4. Place the postage for the registration, return receipt fee, (and the airmail postage if the sender has requested return of the receipt by air), in the upper right hand corner of the address side and cancel.
5. Do not include weight of the return receipt in determining the postage of the article or parcel.

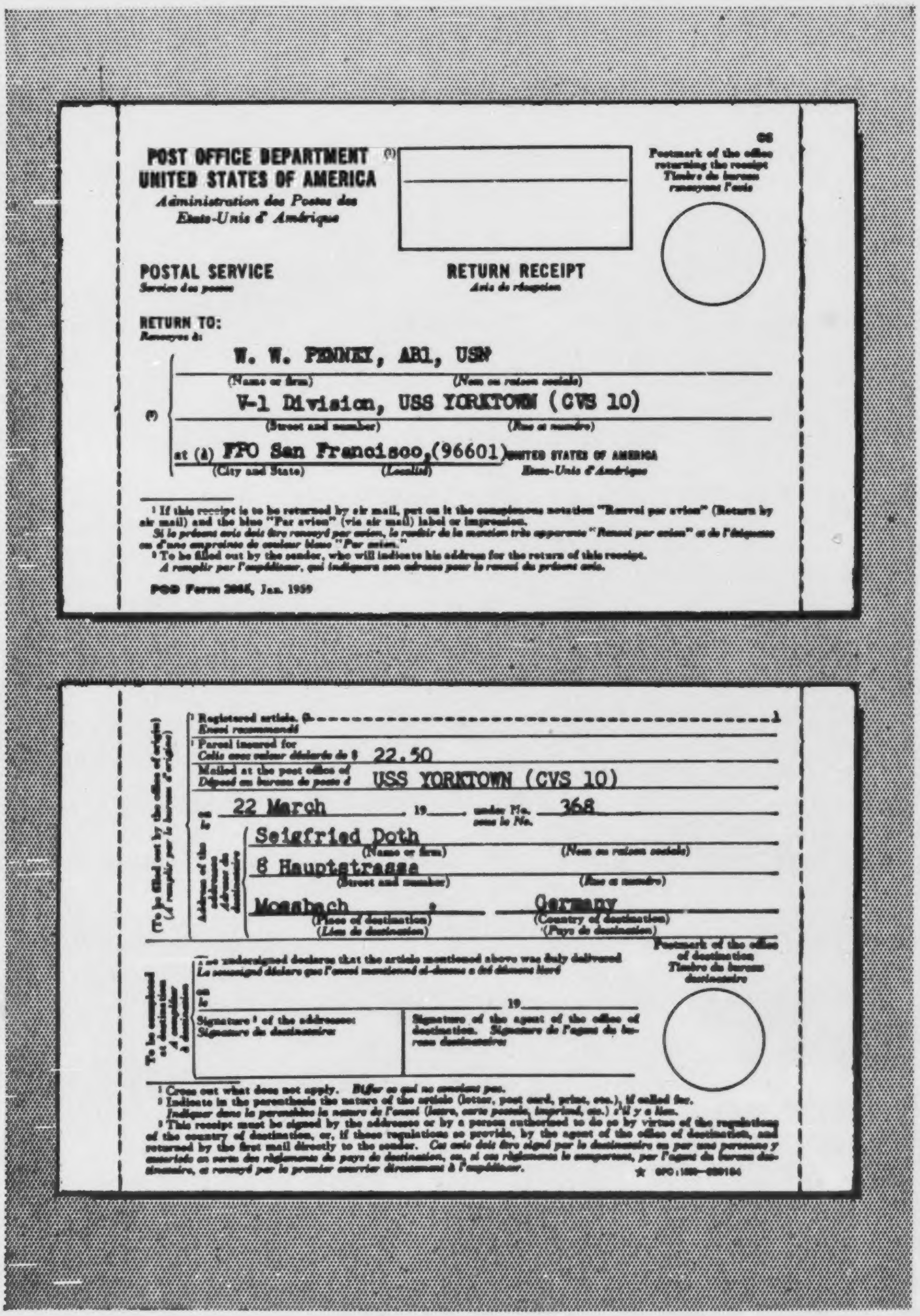
If an article or parcel has already been mailed and it is within 1 year from the day following the mailing of the article or parcel, the sender, on showing the registry receipt of an article mailed, may request a return receipt. To have the return receipt transmitted by surface and returned by air, the sender must pay the current return receipt fee, plus the postage for a one-rate airmail letter to the country of destination. To have the return receipt transmitted by air in both directions, the sender must pay the current fee of a return receipt, plus double the airmail letter rate to the country of destination.

In addition to the above, when a patron requests a return receipt after mailing, you take the following steps:

1. Countries Other Than Canada.
    a. Prepare PS Form 542 (See figure 10-9) and write at the top "Request for return receipt made after mailing." Prepare Form 2865 and forward, with Form 542, to the postmaster at the appropriate adjusting exchange office.
    b. Put the postage for the return receipt fee, and for the airmail postage, if desired, on Form 542 and cancel.
    c. When the receipt is to be sent by air, and the postage has been prepaid as discussed above, mark Form 542 "A renvoyer par avion" and attach label 19 bearing the words "Par Avion." Also mark the return receipt form "Renvoi par avion" and attach the airmail label 19.
2. When a return receipt after mailing is sent to Canada use the following procedures:
    a. Prepare PS Form 1510 at all offices and endorse "Request for return receipt made after mailing." Attach Form 2865 and send under official cover to the Canadian District Director of Postal Service in the province in which the office of address is located.
    b. Put postage for the return receipt fee, (and for the airmail postage if the sender has asked that the request be sent by air,) or the ordinary surface postage on Form 1510, and cancel.
    c. When the receipt is to be returned by airmail, mark Form 1510 in the same manner as outlined in 1c. above.

When receiving the return receipts back after delivery of the foreign article, always remember that return receipts for articles delivered in other countries are completed in accordance with the varying requirements of the countries making delivery. The signature of the addressee is not furnished by some countries, or may be furnished only under specified conditions.

BEST COPY AVAILABLE



POST OFFICE DEPARTMENT
UNITED STATES OF AMERICA
Administration des Postes des Etats-Unis d'Amérique

(1)

06

Postmark of the office returning the receipt
Timbre du bureau renvoyant l'avis

POSTAL SERVICE
Service des postes

RETURN RECEIPT
Avis de réception

RETURN TO:
Renvoyer à:

(2)
W. W. PENNEY, AB1, USN
(Name or firm) (*Nom ou raison sociale*)
V-1 Division, USS YORKTOWN (CVS 10)
(Street and number) (*Rue et numéro*)
at (à) FPO San Francisco, (96601) UNITED STATES OF AMERICA
(City and State) (*Localité*) *Etats-Unis d'Amérique*

[1] If this receipt is to be returned by air mail, put on it the conspicuous notation "Renvoi par avion" (Return by air mail) and the blue "Par avion" (via air mail) label or impression.
Si le présent avis doit être renvoyé par avion, le revêtir de la mention très apparente "Renvoi par avion" et de l'étiquette ou d'une empreinte de couleur bleue "Par avion."

[2] To be filled out by the sender, who will indicate his address for the return of this receipt.
A remplir par l'expéditeur, qui indiquera son adresse pour le renvoi du présent avis.

POD Form 2865, Jan. 1959

To be filled out by the office of origin
(*A remplir par le bureau d'origine*)

[1] Registered article. (2) -- 1
Envoi recommandé
[1] Parcel insured for
Colis avec valeur déclarée de $ 22.50
Mailed at the post office of
Déposé au bureau de poste de USS YORKTOWN (CVS 10)
on
le 22 March, 19____, under No.
sous le No. 368

Address of the addressee
Adresse du destinataire
Seigfried Doth
(Name or firm) (*Nom ou raison sociale*)
8 Hauptstrasse
(Street and number) (*Rue et numéro*)
Mossbach, Germany
(Place of destination) (*Lieu de destination*) (Country of destination) (*Pays de destination*)

To be completed at destination
A compléter à destination

The undersigned declares that the article mentioned above was duly delivered
Le soussigné déclare que l'envoi mentionné ci-dessus a été dûment livré
on
le __________ 19____

Signature [3] of the addressee:
Signature du destinataire:

Signature of the agent of the office of destination. *Signature de l'agent du bureau destinataire:*

Postmark of the office of destination
Timbre du bureau destinataire

[1] Cross out what does not apply. *Biffer ce qui ne convient pas.*

[2] Indicate in the parenthesis the nature of the article (letter, post card, print, etc.), if called for.
Indiquer dans la parenthèse la nature de l'envoi (lettre, carte postale, imprimé, etc.) s'il y a lieu.

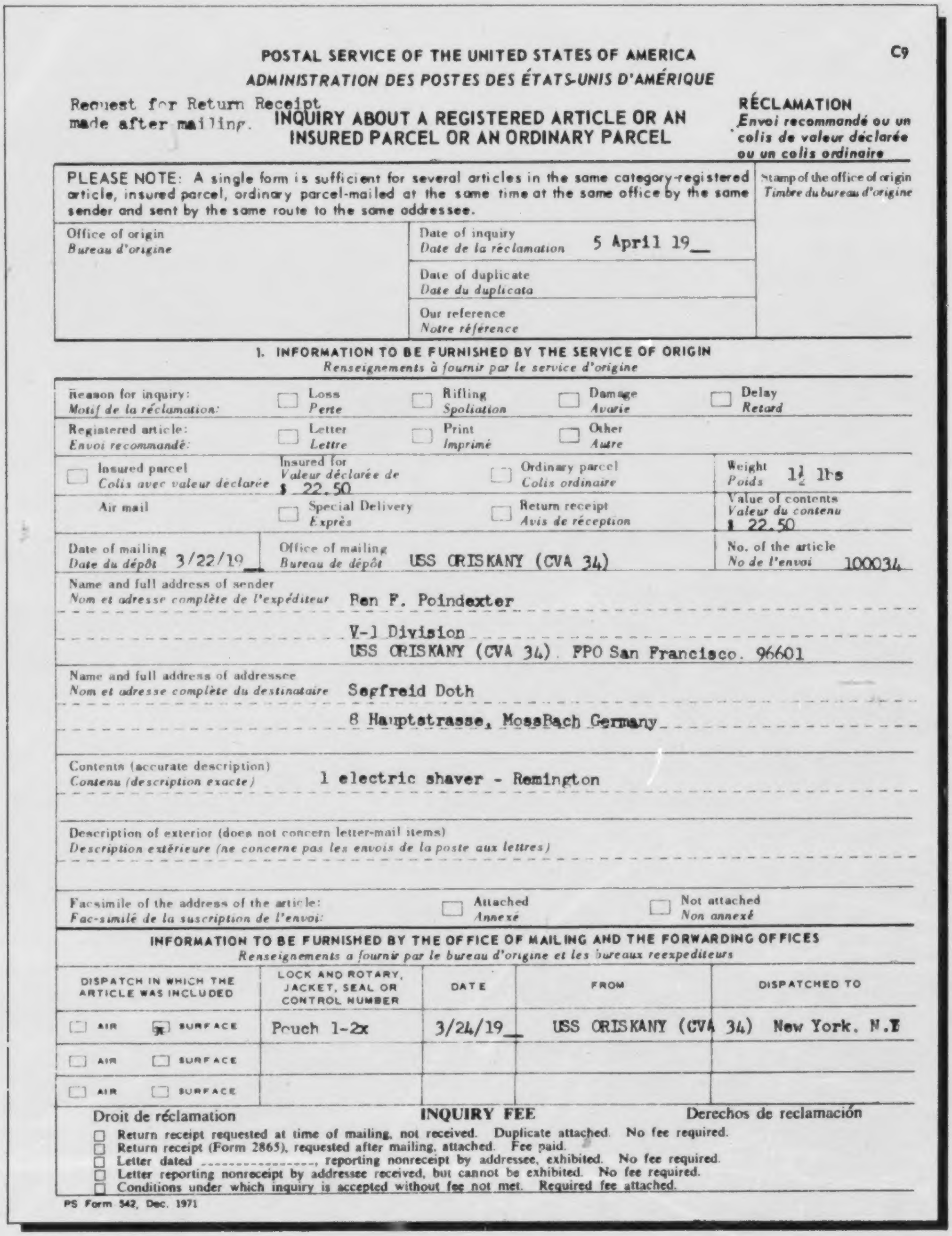
[3] This receipt must be signed by the addressee or by a person authorized to do so by virtue of the regulations of the country of destination, or, if those regulations so provide, by the agent of the office of destination, and returned by the first mail directly to the sender. *Cet avis doit être signé par le destinataire ou par une personne y autorisée en vertu des règlements du pays de destination, ou, si ces règlements le comportent, par l'agent du bureau destinataire, et renvoyé par le premier courrier directement à l'expéditeur.*

★ GPO : [illegible]

80.52

Figure 10-8.—PS Form 2865, return receipt for international insured or registered mail.

BEST COPY AVAILABLE



C9

POSTAL SERVICE OF THE UNITED STATES OF AMERICA
ADMINISTRATION DES POSTES DES ÉTATS-UNIS D'AMÉRIQUE

Request for Return Receipt
made after mailing.

INQUIRY ABOUT A REGISTERED ARTICLE OR AN INSURED PARCEL OR AN ORDINARY PARCEL

RÉCLAMATION
Envoi recommandé ou un colis de valeur déclarée ou un colis ordinaire

PLEASE NOTE: A single form is sufficient for several articles in the same category-registered article, insured parcel, ordinary parcel-mailed at the same time at the same office by the same sender and sent by the same route to the same addressee.

Stamp of the office of origin / *Timbre du bureau d'origine*

Office of origin / *Bureau d'origine*

Date of inquiry / *Date de la réclamation* 5 April 19__

Date of duplicate / *Date du duplicata*

Our reference / *Notre référence*

1. INFORMATION TO BE FURNISHED BY THE SERVICE OF ORIGIN
Renseignements à fournir par le service d'origine

Reason for inquiry: / *Motif de la réclamation:* ☐ Loss / *Perte* ☐ Rifling / *Spoliation* ☐ Damage / *Avarie* ☐ Delay / *Retard*

Registered article: / *Envoi recommandé:* ☐ Letter / *Lettre* ☐ Print / *Imprimé* ☐ Other / *Autre*

☐ Insured parcel / *Colis avec valeur déclarée*

Insured for / *Valeur déclarée de* $ 22.50

☐ Ordinary parcel / *Colis ordinaire*

Weight / *Poids* 1½ lbs

Air mail

☐ Special Delivery / *Exprès*

☐ Return receipt / *Avis de réception*

Value of contents / *Valeur du contenu* $ 22.50

Date of mailing / *Date du dépôt* 3/22/19__

Office of mailing / *Bureau de dépôt* USS ORISKANY (CVA 34)

No. of the article / *No de l'envoi* 100034

Name and full address of sender / *Nom et adresse complète de l'expéditeur*
Ben F. Poindexter
V-1 Division
USS ORISKANY (CVA 34). FPO San Francisco. 96601

Name and full address of addressee / *Nom et adresse complète du destinataire*
Segfreid Doth
8 Hauptstrasse, MossBach Germany

Contents (accurate description) / *Contenu (description exacte)* 1 electric shaver - Remington

Description of exterior (does not concern letter-mail items) / *Description extérieure (ne concerne pas les envois de la poste aux lettres)*

Facsimile of the address of the article: / *Fac-similé de la suscription de l'envoi:* ☐ Attached / *Annexé* ☐ Not attached / *Non annexé*

INFORMATION TO BE FURNISHED BY THE OFFICE OF MAILING AND THE FORWARDING OFFICES
Renseignements a fournir par le bureau d'origine et les bureaux reexpediteurs

DISPATCH IN WHICH THE ARTICLE WAS INCLUDED	LOCK AND ROTARY, JACKET, SEAL OR CONTROL NUMBER	DATE	FROM	DISPATCHED TO
☐ AIR ☒ SURFACE	Pouch 1-2x	3/24/19__	USS ORISKANY (CVA 34)	New York, N.Y
☐ AIR ☐ SURFACE				
☐ AIR ☐ SURFACE				

Droit de réclamation **INQUIRY FEE** Derechos de reclamación

- ☐ Return receipt requested at time of mailing, not received. Duplicate attached. No fee required.
- ☐ Return receipt (Form 2865), requested after mailing, attached. Fee paid.
- ☐ Letter dated ________________, reporting nonreceipt by addressee, exhibited. No fee required.
- ☐ Letter reporting nonreceipt by addressee received, but cannot be exhibited. No fee required.
- ☐ Conditions under which inquiry is accepted without fee not met. Required fee attached.

PS Form 542, Dec. 1971

60.53

Figure 10-9.–PS Form 542. Inquiry about a Registered article, insured parcel or an ordinary parcel.

Duplicate Return Receipts

If the sender for some reason has failed to receive a return receipt for which a fee has been paid, make a duplicate return receipt following the instructions for a regular return receipt, without additional fee, and endorse at the top of the necessary forms, 2865, 542, or 1510 "Request for Duplicate Return Receipt."

Return Receipts Issued in Other Countries

When completing a return receipt received from other countries bearing the words "AVIS DE RECEPTION" have the addressee or his authorized agent date and sign the receipt with ink or indelible pencil. When signed by an agent of the addressee, have the agent sign the addressee's name followed by his own signature. Postmark the receipt in the appropriate spaces on both sides. Examine all return receipts to assure proper completion. Return the completed receipt unenclosed in the ordinary surface mail. If it bears the notation "Renvoi Par Avion," or a "Par Avion" label is attached, or both, return it via Airmail.

If it is apparent at the delivery office that the Foreign receipt form is desired but missing, possibly during handling, get the addressee or his agent to complete an international return receipt Form 2865 as outlined above and return it to the sender.

Restricted Delivery

The sender may request restricted delivery of a registered postal union article. A list of the countries that have this service are listed in Part 426, of PS Pub 42. Restricted delivery is not available for registered parcel post. If a postal union article is registered to a country that has this service, it must bear one of several special endorsements, which are also listed in Part 426, Pub 42. The sender must place this endorsement above and near the address. The country of destination will make at least two attempts to effect delivery. If delivery cannot be made, the article is returned as undeliverable.

Registered Postal Union articles received at your office from a foreign country, accompanied with a return receipt, and bearing the notation "Deliver to Addressee Only" should be delivered only to the addressee. You will also make no less than two attempts to deliver.

Valuable Registered Articles

The sender must declare the full value of Postal Union mail offered for registration. This is solely for the purpose of enabling the accepting Postal Clerk to identify valuable registered mail for recording purposes. The declared value must not be regarded as the amount of indemnity payable in case of loss (discussed later in this chapter).

If mail is presented to you on a firm mailing sheet, the sender must indicate the values opposite the respective entries. You must add the letter "X" after the registry number on all articles with a declared value in excess of $100.

Processing Registered Mail

When processing articles for registration, the accepting Postal Clerk should stamp "Registered" in the lower left corner of the address side of the letter or parcel. On articles too small to accommodate the word "Registered," place the capital letter "R." Place label 19 or the words "Par Avion" on any article accepted for air which the sender has failed to mark properly.

Postmark letters twice on the back on the crossing of the upper and lower flaps or, if paste-on return receipts are used, postmark partially on the receipt and partially on the letter. Postmark packages sealed with paper strips across opposite edges of the strips. Postal Union AO mail required to be unsealed and letter mail sealed on the address side must be postmarked on the address side.

Articles of United States origin found in ordinary mail must be restored to registered mail. Articles mailed in the United States, endorsed to show registration is desired (but not formally registered) and fully prepaid, should be registered and a receipt mailed to the sender stating that mail to be registered must be presented at the post office for that purpose. If the article is not fully prepaid, return the article to the sender after stating thereon that the article is shortpaid and must be presented for registration. If the article bears no return address, cross out the sender's registry endorsement and dispatch the article as ordinary mail.

Recording and dispatching procedures for outgoing international registered mail are the same as those for domestic registered mail given in chapter 6. The following registry indicia appear on incoming international registered mail, according to the country of origin, and must be used as the determining factor as to whether an article is registered:

1. Certificado
2. Einschreiben
3. R or Registered
4. Raccomandata
5. Recommande
6. Registo or Registrado (used occasionally)

A number alone on mail is not sufficient evidence of registration.

The receiving Postal Clerk should backstamp all international registered mail on receipt at the office of address. Record and deliver incoming international registered mail in the same manner as prescribed for domestic registered mail in chapter 6.

Articles found in ordinary mail, and obviously already registered by the Postal Service, should be restored to registered mail. Any article of foreign origin without evidence of formal registration should be dispatched as ordinary mail, after crossing out the sender's registry endorsement.

Insurance

Insurance service is available only for parcel post packages mailed to countries having insurance agreements in force. To determine if insurance service is available for a particular country, consult the appendix under the individual country the article is addressed to, in PS Pub 42, International Mail.

The maximum amount for which a parcel may be insured is also listed under the country of address in Pub 42. A parcel may not be insured for more than the declared value of the contents or for more than the maximum amount of indemnity payable in connection with insured parcels for the country concerned. However, if a sender desires, a parcel may be insured for a portion of the value of the contents, in which case only the fee covering the amount of insurance will be charged.

The general provisions for the preparation of ordinary parcels for other countries apply also to insured parcels. Sealing of insured parcels is compulsory, no matter what the country of destination.

Marking

The sender should mark parcels containing fragile or perishable articles "Fragile," "Perishable," or "Glass" as appropriate. The sender should also indicate the amount for which the parcel is insured, in United States currency, in the appropriate space on the customs declaration (Form 2966).

The accepting Postal Clerk should prepare the parcel for dispatch in the following manner:

1. On each parcel place the word INSURED on the address side, preferably to the left and directly beside the country of destination.
2. Serially number each insured parcel using the pregummed tab on PS Form 3813-P. All International Mail that is insured must be numbered regardless of the value.
3. To most countries, the insured value of the parcel must be shown on the wrapper and on the dispatch note, PS Form 2972. See subcaption "Insurance" under individual country in the appendix of PS Pub 42 for marking requirements.
4. In some instances the insured value of the contents must be shown on the address side of the parcel in gold francs. To determine the gold franc equivalent, multiply the amount of United States currency by 3. For example, $5.25 is equal to 15.75 gold francs.
5. Place the insurance number in the appropriate space on the customs declaration and on the dispatch note when these forms are required.
6. Postmark at the time of acceptance in the same manner as is done for domestic insured articles.

Mailing Receipts

In all cases when you accept International Mail and the sender requests insurance, you will issue a receipt and it must bear a number. When giving the receipt to the sender you should advise him to enter the name and address of the addressee on the back of the mail receipt in case there is an inquiry or claim filed concerning the parcel at a later date.

You should use the following procedures when issuing the patron a mailing receipt:

1. Use domestic insurance receipt, PS Form 3813-P, for International insured parcels.
2. To complete Form 3813-P, you first must indicate the city and country under the portion labeled, "Addressed for Delivery at."
3. Indicate the amount of postage; if airmail, check the block which indicates air, and the applicable insurance fee.
4. Mark in the blocks provided if the parcel is fragile, liquid, or perishable.
5. If a return receipt is requested indicate the applicable fee in the space provided.
6. Postmark in the space provided with your all purpose stamp, and place your initials in the block "Postmaster By."
7. Tear off the pregummed insured label at the bottom of the receipt and place it on the parcel, preferably to the left and directly beside the country of destination.
8. Issue the rest of the Form 3813-P to the sender.

Return Receipt

If the sender requests a return receipt at the time of mailing, on an international insured parcel, you should furnish one under the same conditions that apply to registered mail, except that no return receipts are furnished for insured parcels to Canada.

Incoming return receipts received on International insured articles should be processed in the same manner as incoming return receipts on incoming international registered mail.

Incoming Insured Parcels

The determining factor as to whether a parcel is insured is not the appearance of a number alone, as ordinary parcels from other countries may also bear numbers. The insurance indicium, which appears near the insurance number, determines whether a parcel is insured. The following insurance indicia appear on incoming parcels according to the language of origin:

1. Insured
2. Asegurado or Valor Declarado
3. Assicurato or Valore Dishiarato
4. Valeur Declaree
5. V or VD (meaning valeur declaree)
6. Wertangabe or Wertpaket

When delivering international insured parcels at your office, you will handle them in the same manner as prescribed for domestic insured articles.

Special Handling

The special handling service which is available for domestic third- and fourth-class mail is also available for International surface parcel post and postal union AO mail addressed to other countries.

Special handling fees are in addition to the regular postage rate to the country concerned and are found in Part 452, of PS Pub 42.

Special handling service does not apply to airmail articles or parcels.

Marking

A parcel or article which has the fee for special handling prepaid must be marked, or stamped "Special Handling", just above the name of the addressee and below the postage stamps.

Processing

Special handling packages are given priority in distribution and disposal over other surface AO or parcel post packages from the office of mailing to the point of dispatch from the United States. They are not accorded any preferential dispatch from the United States and receive no special treatment in the country of destination.

Parcels marked "Special Handling" should be dispatched to the proper exchange office or terminal office in separate sacks bearing special handling labels.

Special Delivery

International Special Delivery service applies to all postal union articles (ordinary and registered, surface and air) unless otherwise indicated. For example, in some countries there is no special delivery service, while in another country special delivery service is only available for mail paid at the letter rate. Because of so many varying and different services available by country of address, you can see that you should always refer to the appendix of Pub 42 when accepting mail to ensure against making mistakes.

Marking

An article having the special delivery fee prepaid, must have an Expre's (special delivery) Label 57 fixed to the cover near the name of the country of destination. Always have a supply of PS Label 57 readily available for your patrons. If for some reason a Label 57 is not available, mark the cover of the article "Expre's" in the area described above, in bold red letters.

Processing

Sender's may prepay the special delivery fee by ordinary postage stamps, meter stamps, airmail stamps if the article is airmail, or by special delivery stamps. However special delivery stamps may be used only for the payment of the special delivery fee. The special delivery fee must be prepaid in addition to the regular postage.

When an outgoing article received at your office through one of your drop boxes, is observed to be prepaid for special delivery, but does not bear the EXPRESS label or endorsement, you are required to place the required endorsements on the article and see that it is dispatched to the proper terminal office or appropriate U.S. Exchange office.

Incoming foreign special delivery articles are delivered in the same manner as domestic special delivery mail. These incoming articles will bear the label required for special delivery, printed in red or on a red background, and they usually contain the word "Expre's" or bear the notation Special Delivery in bold letters.

Articles bearing United States special delivery stamps sufficient to cover the domestic special delivery fee, are to be delivered as special delivery mail even though the article does not bear the Expre's label or endorsement.

Delivery is effected in various countries according to the special delivery regulations in force in the country of destination.

Recall and Change of Address

The mailer may cause any mail article or parcel addressed for delivery in another country to be withdrawn from the Postal Service, or have its address changed if it can be intercepted in the United States. If the article has been dispatched from the United States, but not delivered to the addressee, withdrawal or change of address may only be effected if:

1. The country of destination of the article is willing to allow the withdrawal or change of address.
2. The article has not been confiscated or destroyed by the authorities of the country of destination as being prohibited importation material.
3. The article has not been seized under provisions of the domestic legislation of the country of destination.

When a mailer makes application for recall or change of address, it must be made at the office the article was mailed through. The mailer must identify himself and submit a written request giving a complete description of the article and the date of mailing. PS Form 2926, Senders Request for Recall or Change of Address of International Mail, should be used.

Services and Fees

If the article has not been dispatched from the immediate point of mailing, it may be returned or its address may be changed without charge. If the article cannot be found at the immediate point of mailing, the mailer may request a search at the next mail concentration point upon paying the current fee for this service. The fee is paid whether the search is successful or not. If the article is found, the Post

Office will change the address without extra charge, but if the article is returned to the mailer, domestic return postage will be charged, except in the case of letters or post cards, which are returned free of postage.

If a search at the office of mailing and intermediate mail concentration centers fails, the mailer can request a search at the dispatching International Exchange office upon paying the current fee for this service. If the mailer desires such search to include opening made-up sacks, he must guarantee payment of the cost of opening, searching, and closing the sacks, whether his article is located or not. If he wishes the request to be sent to the exchange office by telegraph, the mailer must pay the cost of the telegram. If the article is found at the exchange office, the address will be changed without charge, but if the article is returned, return postage will be charged at the domestic rates for its transportation to the exchange office and back to the mailer's address, unless it is a letter or post card which is returned free.

When a search at the office of mailing and the exchange office fails to produce the article in question, the mailer may request a search in the country of destination. This is done by sending a request to the postal administration of the country of destination providing the mailer furnishes a facsimile of the address and pays the current fee for this service. If the mailer wants this request to be transmitted by telegraph or cable, the application must be accompanied with an amount sufficient to pay the telegraph or cable charges. Otherwise the application must be accompanied with additional stamps in the amount of the registry fee to cover transmission of the request by registered mail, and with airmail postage if it is desired that the request be transmitted to the foreign postal administration by air. If a request for change of address involves forwarding a parcel post package to another country the sender must furnish a written guarantee to pay the forwarding charges in the event they are not paid by the addressee in the new country. If the mailer wishes to have the foreign postal administration report by airmail, telegraph, or cable on the result of the action taken, he must furnish the additional return airmail postage or an amount sufficient to cover the cost of a prepaid telegraph or cable reply.

Return postage is charged on all parcel post packages, but is not charged on other articles returned from other countries.

Mailing Receipts

If the mailer possesses a mailing receipt covering an article which is withdrawn or on which the address is changed, he must surrender it or submit it so that a suitable notation may be made thereon as to how the article was handled.

Processing

When you process a request for recall or change of address of international mail of United States origin, you should follow the following procedures which are outlined below. They apply to both Postal Union and parcel post:

1. When accepting an application for recall or change of address, require the applicant to identify himself as the sender or the sender's authorized representative.
2. If the article in question is not located at the immediate point of mailing and the applicant desires the search continued, require the sender to submit a written application and collect the current fee for this service before conducting a further search. Requirements for the written application and current fee's are found in Part 460, Pub 42.
3. Explain to the applicant the services which he may request and their respective fees. Recommend that requests be made to the postal administration of the country of destination rather than search being made at a United States exchange office. The latter is more expensive than the former, and the Postal Service cannot guarantee that the article will be found. However, if the applicant desires that search be made at the United States exchange office and agrees to the conditions, forward the request giving details on the application and particulars of dispatch to the exchange office, if known. If the sender requests that the postal authorities of the country of destination be asked to intercept the article, collect the charges for this service, and forward the application along with a facsimile of the address to the Mail Classification Division,

Finance Department, U.S. Postal Service, Washington, DC 20260.

4. If the search for the article is successful, be sure and charge the required return postage on the article, unless it is a letter or post card, which is returned free of charge. Amounts are collected on delivery of an article returned to the sender, by affixing postage due stamps to the article and canceling them.

5. When an application has been made by the sender, and you either return an article or change its address, make sure that you make a notation on the sender's mailing receipt if he has one.

Certificates of Mailing

The sender can obtain a certificate of mailing at your post office when he mails any postal union article or parcel post package. Certificates of mailing issued for ordinary articles of parcels do not give any right to indemnity or proof of delivery. The mailer must prepare the certificate, PS Form 3817, and pay the charges in the same manner as prescribed for domestic mail. Current fees for certificate of mailing for international mail are found in Part 470, PS Pub 42.

Mail Sent Via Department of State

The facilities of the Department of State are available for sending unregistered and uninsured personal mail to authorized U.S. Foreign Service personnel stationed in other countries. These persons are authorized and should use the Military postal service if it is available in the area they are stationed. Mail sent via the Department of State should only be used if no other service is available and should bear the following form of address:

PCC JOHN L. KNOLL, 399 28 6292, USN
U.S. Naval Attaché and Naval Attaché for Air
Rangoon
Department of State
Washington, D.C. 20251

Mail sent through Department of State channels is subject to limitations and restrictions prescribed in Part 127, Postal Service Manual and the Mail Handling Instruction put out by the Department of State.

All classes of domestic mail are acceptable, and the weight and size limits apply, except that no package may weigh more than 40 pounds or exceed 24 inches in length or 62 inches in length and girth combined. Special services such as registration, insurance, etc., are not provided. International documentation such as customs declarations and stickers are not required.

Postage must be paid at the applicable domestic rate for the class of mail and type of service desired. Any article accepted for which a zone rate postage is to be charged, will be charged at the zone rate from mailing office to Washington DC.

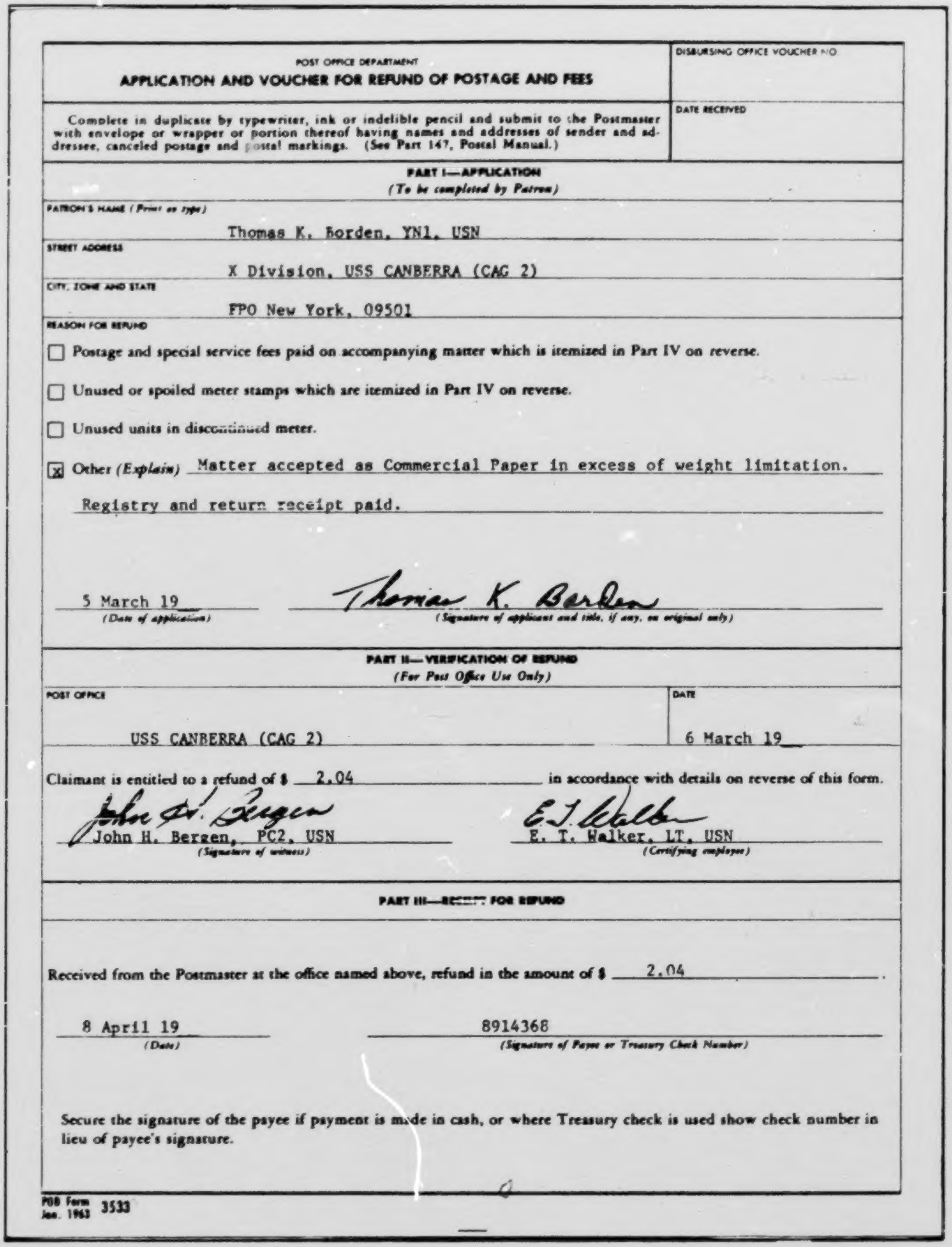
POSTAGE REFUNDS

When postage or special service fees have been paid on mail for which no service is rendered, or collected in excess of the lawful rate, a refund may be made. The Postal Service is considered to be at fault and no service is rendered in cases involving returned articles improperly accepted in both domestic and international services because of excess size or weight. For this reason we cannot overemphasize that you must always refer to PS Pub 42, when accepting an article addressed to a foreign country.

Processing

When receiving a request from a patron for a refund, furnish him with two copies of PS Form 3533, (fig. 10-10). These forms must be submitted in duplicate.

Review the application and all the supporting papers, and send them to the accountable postmaster. If the accountable postmaster disapproves, he will return all papers, and an explanatory statement that you should give to the applicant. If he approves the application, have the patron sign both copies of the form; refund the patron's postage; forward the original with your stamp account to the accountable postmaster; and file the duplicate copy in your post office stamp account records.



POST OFFICE DEPARTMENT

APPLICATION AND VOUCHER FOR REFUND OF POSTAGE AND FEES

DISBURSING OFFICE VOUCHER NO.

Complete in duplicate by typewriter, ink or indelible pencil and submit to the Postmaster with envelope or wrapper or portion thereof having names and addresses of sender and addressee, canceled postage and postal markings. (See Part 147, Postal Manual.)

DATE RECEIVED

PART I—APPLICATION
(To be completed by Patron)

PATRON'S NAME *(Print or type)* Thomas K. Borden, YN1, USN

STREET ADDRESS X Division, USS CANBERRA (CAG 2)

CITY, ZONE AND STATE FPO New York, 09501

REASON FOR REFUND

☐ Postage and special service fees paid on accompanying matter which is itemized in Part IV on reverse.

☐ Unused or spoiled meter stamps which are itemized in Part IV on reverse.

☐ Unused units in discontinued meter.

☒ Other *(Explain)* Matter accepted as Commercial Paper in excess of weight limitation. Registry and return receipt paid.

5 March 19__
(Date of application)

Thomas K. Borden
(Signature of applicant and title, if any, on original only)

PART II—VERIFICATION OF REFUND
(For Post Office Use Only)

POST OFFICE USS CANBERRA (CAG 2)

DATE 6 March 19__

Claimant is entitled to a refund of $ 2.04 in accordance with details on reverse of this form.

John H. Bergen
John H. Bergen, PC2, USN
(Signature of witness)

E. T. Walker
E. T. Walker, LT, USN
(Certifying employee)

PART III—RECEIPT FOR REFUND

Received from the Postmaster at the office named above, refund in the amount of $ 2.04.

8 April 19
(Date)

8914368
(Signature of Payee or Treasury Check Number)

Secure the signature of the payee if payment is made in cash, or where Treasury check is used show check number in lieu of payee's signature.

POD Form 3533
Jan. 1963

60.60

Figure 10-10.—PS Form 3533, application and voucher for refund of postage and fees.

CHAPTER 11

OUTGOING MAIL

In this chapter you will follow a letter from the moment it leaves the mailer's hand and becomes U.S. Mail, until you have dispatched it to a terminal Navy post office, to some other postal facility, or to a commercial airline. This will include a look at some of the postal equipment you have, and some which you will need to order or have constructed to aid you in giving the best possible postal service to your ship or activity.

Security is a word you will continue to see throughout this course. The meaning the word has for you in relation to the post office cannot be stressed too greatly. The measures of security required for outgoing ordinary mail and registered mail are covered in the final pages of this chapter.

FACILITIES FOR DEPOSIT

If your ship or activity is large enough to warrant the establishment of a post office, it is also large enough to have more than one mail receptacle or letter drop box. If at all possible you should not require a patron to bring his outgoing mail to the post office. Instead collection boxes should be installed throughout the ship or activity in various spaces such as the crew's living quarters, general mess, library, wardroom, or any other area that would be convenient for your patrons.

In addition to the collection boxes you should have a letter drop in the post office. Its location should be in a convenient place for your patrons and for you when sorting, canceling, and casing mail. For example, if your post office mail drop were directly below one of your finance windows, it would be inconvenient to everyone. The mail drop should be low enough and the slot made in such a way as to protect the mail and prevent it from being extracted back out through the slot.

Construction of Drop Boxes

Drop boxes aboard ship are usually supplied by NavShips in the initial commissioning allowance. If for any reason the standard issue letter drop boxes are not available or if you require additional drop boxes, it may be necessary to have them constructed. In that case you will need the following information.

Sheet metal is the best material to use in construction of collection boxes; however, if sheet metal is not readily available, well seasoned wood may be substituted, preferably plywood. With slight modification, some containers lend themselves as good substitutes for the standard drop box. Make sure they meet the minimum basic requirements before using them.

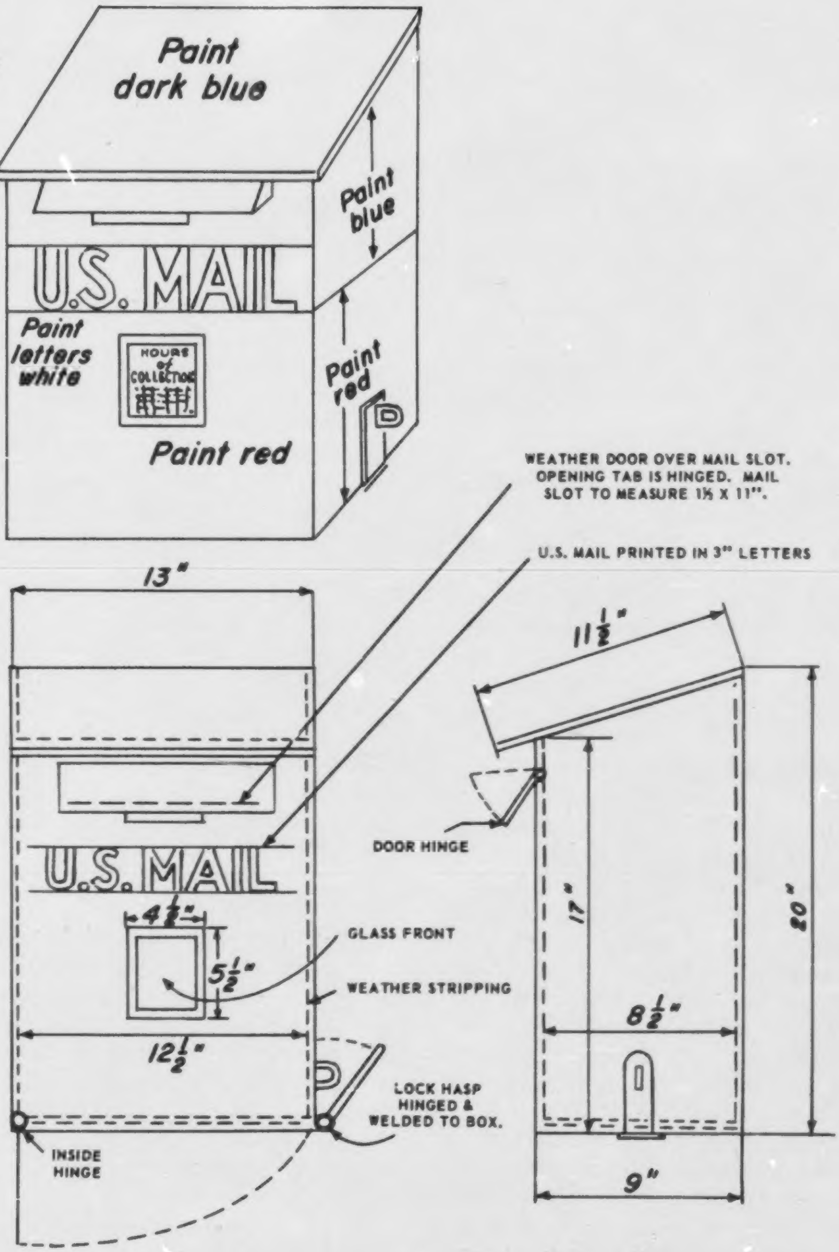
When designing collection boxes for your ship, you might pattern the box after the street letter box used by the civil post office. The design need not be elaborate to be functional. See figure 11-1. A slot approximately 1½ inches wide by 11 inches long will accommodate most letters, flats, and film packs.

When installing the collection boxes, make sure they are secured in such a way as to discourage attempts to remove them. On board ship the bolts holding the drop box may be welded to the bulkhead with nuts inside the box. This way the box must be open in order to remove the nuts from the bolts.

Making Drop Boxes

If you do have your command construct a drop box, make sure that the paint requirements are met as shown in figure 11-1. These are the standard paint requirements of the U.S. Postal Service.

A schedule of collections should be displayed on the box. You can order through your supply department DD Form 1116 which is specially


Paint dark blue
Paint blue
U.S. MAIL
Paint letters white
HOURS of COLLECTION
Paint red
Paint red
WEATHER DOOR OVER MAIL SLOT. OPENING TAB IS HINGED. MAIL SLOT TO MEASURE 1½ X 11".
U.S. MAIL PRINTED IN 3" LETTERS
13"
11½"
U.S. MAIL
DOOR HINGE
4½"
5½"
GLASS FRONT
WEATHER STRIPPING
17"
20"
8½"
12½"
LOCK HASP HINGED & WELDED TO BOX.
INSIDE HINGE
9"

30.118

Figure 11-1.—Drop box construction plan.

made for recording the hours of collection on mail drop boxes. If DD Form 1116 is not readily available, you can show collection times on a plain 3 X 5 card until your supply department can requisition the form.

Locking Device for Drop Boxes

A government issue 3-tumbler series type lock is the best for drop boxes. You can requisition this type of lock in quantities of 8 or 12, with a key for each lock and one master key which will open all the locks in the series. One good security factor about this type of lock is that the key cannot be removed until the lock is secured. This prevents the possibility of leaving the drop box unlocked when you pick up the mail. If for some reason you cannot obtain the series locks, any 3-tumbler type locks will be adequate until you can acquire the series type lock.

If you are the accountable postal clerk for your post office, you must maintain fixed responsibility at all times for the keys of your post office and letter drop boxes. Letter drop box keys should be placed inside your safe or locked up for security when not actually in use.

Collection of Mail

You should always make sure that the times of collection of mail are met and that they coincide with your command's mail handling instruction. When you have several boxes to collect mail from make sure the times of collection are spaced far enough apart to allow you the time to collect the mail at one box and also the time it takes you to get to the next mail drop box.

Most offices use standard pickup times in the morning, at noon, and in the evening shortly before your office closes. Of course a major factor in the collection of mail is the time that you make your dispatch. Any special collection you may have, such as special pickups at Xmas time, or 1/2 hour before your ship is getting underway, should be recorded on the mail drops. If your ship's departure is moved up unexpectedly, request the OOD or JOOD to have the word passed over the IMC stating the time the mail will be departing the ship. If for some reason you change the standard hours of collection make sure the word is thoroughly disseminated through the use of the Plan of the Day, at morning quarters, bulletin boards, and that a proper change is recorded on the mail drop boxes themselves.

PREPARATION OF MAIL FOR DISPATCH

Even though the mailer is responsible for whatever article he mails, as to postage, endorsements, packing and wrapping, be sure he has completed the return and delivery address. It is your responsibility as soon as you collect the mail, to make sure that the mailer has complied in all respects with the postal service requirements.

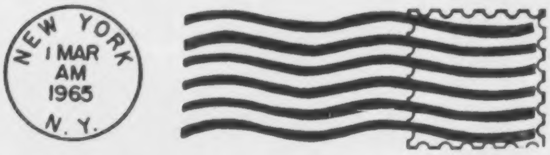
Separate all the mail into classes such as airmail, first-class, and letters marked for special service, such as special delivery or special handling. If the amount of mail warrants, separate the long and short envelopes, facing all the addresses in the same direction. At large shore stations you will have mail dump tables provided for both incoming and outgoing mail, however, aboard ship where post office space is limited, you will probably have to sort incoming and outgoing mail at the same sorting case.

While you are sorting the mail by class, check each piece for proper postage, address, and endorsements. After a little practice, you will be able to tell just by lifting a letter if it has enough postage attached. But for starters weigh those pieces you are not sure of and dispatch showing the amount of postage due and this amount will be collected from the addressee upon delivery. If it happens to be a short paid article going to a foreign address, handle as outlined in chapter 10 of this manual.

If the mailer has indicated on the envelope that he wishes a special service, make sure that the amount of the fee for this service is included in the postage. If the fee is not included with the postage, endorse the envelope postage due for the amount of the special service fee, and with the special service stamp, and then make sure the piece of mail is given the service that was requested by the mailer. The fee for this service will be collected from the addressee in the form of postage due upon delivery. One common error is using an airmail envelope for a surface letter. Many are unaware that these envelopes are intended for airmail use only. Sometimes a mailer in a hurry will not include some portion of the address which is required before the article can be delivered. Return these to the sender promptly so as not to delay the article longer than necessary.

On some letters you will see postage for special services, such as airmail, attached but no endorsement. Endorse these with the appropriate stamp just above the address. If this is not possible, endorse adjacent to the address and forward by the desired service.

Postmarking and canceling is the next step to be performed in processing the mail for dispatch. Before doing this, check the stamp or die to see that the proper date has been inserted. You must use the current date. Never back date the postmark for any reason. If you are on a large ship you may have a canceling machine. However most ships use the hand stamp because the volume of outgoing mail does not warrant the installation of a canceling machine. When canceling, set all mail of one type on a shelf or table in front of you with the address facing you. As you cancel and postmark with the right hand pull the postmarked piece towards you with the left. Do not allow the postmark to mark the stamp. If more than one stamp has been used, cancel the stamp farthest to the right and those to the left of it with the tips of the canceling bars, and the last stamp to the left with the postmark and canceling bars, ensuring that the postmark does not hit the stamp. See figure 11-2. To indicate the time of dispatch use the letters AM or PM to indicate a morning or afternoon dispatch. You shift from AM to PM at 1201.



60.113

Figure 11-2.—Properly canceled stamp—keeping the postmark away from the stamp.

The postmarking stamp shown in figure 4-7 is the one used in many shipboard NPOs. When the date and time of dispatch is shown in this stamp, it is used to postmark first-class, airmail, air parcel post, postal and post cards, business reply mail and meter reply cards and letters, special delivery, and special handling. On third-class, transient second-class, and ordinary parcel post when the complete return address is shown, no postmark is necessary. However, if the name of your office is not shown in the return address you must postmark the piece without showing the date of dispatch. All international parcel post must be postmarked. As discussed in chapter 6, except for registered mail, all mail for dispatch is postmarked on the front.

All insured parcels should be postmarked with your all-purpose stamp adjacent to the insured stamp, showing the date of dispatch. See figure 7-2.

After you have canceled the mail, you are ready to case the mail for dispatch. Casing mail means sorting the mail into a letter case by city or state. First you case the airmail and then the first-class.

You should set your case up by state, alphabetically from left to right starting with the top row. After you have watched the flow of outgoing mail, you can make adjustments in the arrangement so as to have the cities and states getting the most mail closest to your right hand and those receiving smaller amounts farther away. For example, if your ship is operating in the Atlantic and Mediterranean and homeported in Norfolk, the majority of your outgoing mail will be for the Norfolk area. You may need two boxes for Norfolk, another for Virginia Beach, and one box for the remainder of the state. Set the city boxes adjacent to the state box. Normally letter cases are constructed to provide 43, 63, or 84 separations. On ships where post office space is VERY limited you may have any number. An example of space needed for a 63-separation letter case when mounted to a bulkhead is 3 feet 6 inches in height and 3 feet 10 1/2 inches in width. Naturally the 63 separations allow spaces for 50 states and 13 entries for cities and military separations.

The more you case mail the better you get at it. One good tip when you start to case mail is to set special delivery letters, certified letters, and absentee voting ballots on end instead of laying them flat with the other mail in the case. Then when you start tying the mail out, they will be separated from the other letters in that State and can be easily placed on top of the tie. The reason that you place them on top is so they will be easily noticed at the next point of handling and can be taken care of first.

Facing Slips

Each tie of letter mail must have some form of identification. This identification is usually done by labeling packages of letter mail with preprinted slips of paper called "Facing Slips." As you can see from figure 11-3 there are several different types and colors of facing slips, and each label is used for different types of letter ties.

When you prepare facing slips for labeling packages of mail, use PS Poster 187 (fig. 11-3) to assist you. Place this poster close to your sorting case for easy reference. It shows the label number and its color and it explains what type of mail package it is used for. PS Poster 187 can be obtained through the U.S. Postal supply system. Make sure that you have an ample supply of these facing slips on hand.

Tying Out Mail

As you know from figure 11-3, there are several different packages of mail. To make up one of these packages for tie out, you should have at least 10 pieces to a tie. If there are any special delivery, certified, or voting material included in the tie, be sure these are on the top so they will be easily noted at the next point of handling.

When making your tie out, select the proper facing slip and place it on the letter tie as shown in figure 11-4. Holding the end of the twine to the tie with your left thumb, take 3 to 5 turns length ways around the tie of letters, then turn the tie, and still holding the twine with your left thumb, take 3 to 5 turns around the width of the tie. When you finish this, tie a knot at the point where you were holding the twine with your left thumb. Now you have completed your tie of mail. When making your turns with the twine around the tie of letters, be sure to pull it tight to give you a firm bundle. This will prevent it from breaking open during transit. No bundle should be more than 4 inches thick. See figure 11-5.

The same general rules apply to the makeup and dispatch of flats. Tie out a package of flats when there are 10 or more for one state or city. When tying packages of mixed flats, the top piece should be faced down and the appropriate facing slip attached. Pouches to contain flats only should be made only when the quantity warrants.

It is recommended that you make your tie out in the following manner:

5-Digit Package–A 5-digit package is a tie of mail of 15 or more pieces for the same ZIP Code area. This package of mail will not have any facing slip attached. When a transit clerk sees that it has no facing slip attached he will automatically know it is a 5-digit package and forward it to the area of the ZIP Code on the top letter. This type of letter package is tied out first.

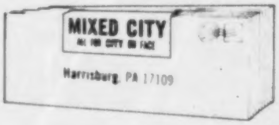
Mixed City Package–Place 15 or more pieces bearing more than one ZIP Code, but addressed to a multicoded city in one package. When tying out this package place a facing slip (label 127) on the top of the package for identification.

Sectional Center Package–A sectional center package (SCF) is identified by the first three numbers of the sectional ZIP Code. Example: SCF Frederick, MD 217. When you have 10 or more pieces of mail for one post office in the same SCF area, as seen in the example above, tie them out in an SCF package and identify it with facing slip label 128. If an SCF (sectional center facility) serves more than one three-digit area, and the volume of mail does not justify separate packages for each area, label the package with facing slip label 128, to the lowest three digit number served by the SCF.

State Packages–After you have the required five digit, mixed city, and SCF packages tied out, place 10 or more pieces of remaining mail for the same state in a separate bundle and identify with facing slip label 129.

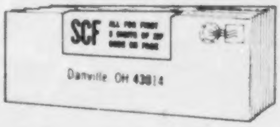
LABELING PACKAGES OF MAIL

YELLOW
LABEL 127


MIXED CITY
ALL FOR CITY ON FACE
Harrisburg, PA 17109

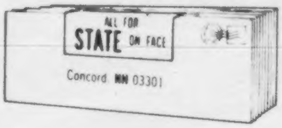
MIXED CITY ALL FOR CITY ON FACE

GREEN
LABEL 128


SCF
Danville OH 43014

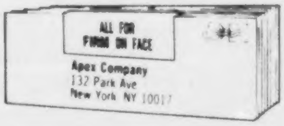
SCF ALL FOR FIRST 3-DIGITS OF ZIP CODE ON FACE

ORANGE
LABEL 129


ALL FOR
STATE ON FACE
Concord NH 03301

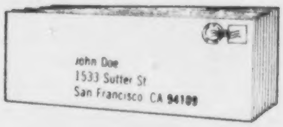
ALL FOR **STATE** ON FACE

WHITE
LABEL 88


ALL FOR
FIRM ON FACE
Apex Company
132 Park Ave
New York NY 10017

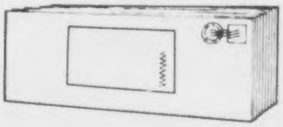
ALL FOR **FIRM** ON FACE

NO SLIP


John Doe
1533 Sutter St
San Francisco CA 94109

5-DIGIT ZIP CODE AREA OR SINGLE ZIP CODED CITY—ALL LETTERS FACED ONE WAY

WHITE



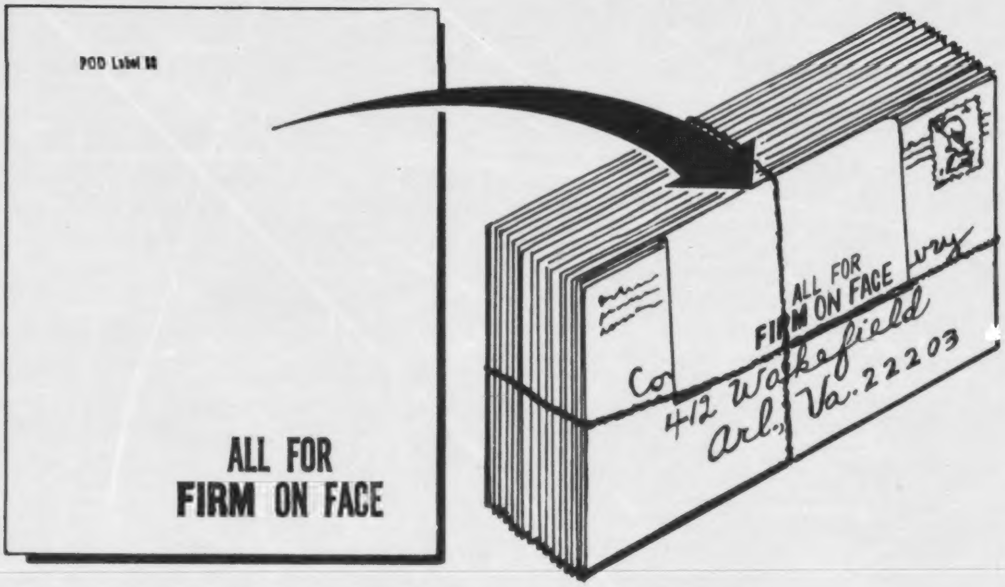
NON-STANDARD PACKAGE LABELS—MIXED STATES, MILITARY WORKING, ETC.

NOTE: Office of Origin and date to be Omitted from Package Labels.

PS POSTER 187

60.125

Figure 11-3.—PS Poster 187, Types of labeling of packages of mail.



60.62

Figure 11-4.–PS Label 88 as it should appear on a letter tie.

Firm Packages–When you have 10 or more letters for the same unit, command, or commercial firm, identify the package with facing slip label 88. When making up a firm package do not include any special delivery, certified, or postage due mail. Since this package is delivered directly to the addressee as identified by using the firm mailing label, signatures for certified mail could not be obtained, special delivery would not receive special delivery service, and postage due could not be collected.

International Packages–Make up international air or surface mail in direct packages for cities or countries when volume warrants, generally 25 pieces or more. When the volume is insufficient to warrant direct packages, make up mixed foreign packages labeled to designated exchange offices. Make up mail for Canada in direct packages for cities and provinces if the volume warrants, otherwise make up as a country package.

Military Working–Mail addressed to ships, ZIP-Navy and APO numbers, FPOs, U.S. Forces, or other military addresses (except geographic addresses in the United States) is tied separately from other mail, and labeled "Military Working." Packages and other mail similarly addressed should be placed in pouches or sacks, as appropriate, endorsed "Military Working," and dispatched to the terminal post office for the area.

Labeling Outgoing Mail

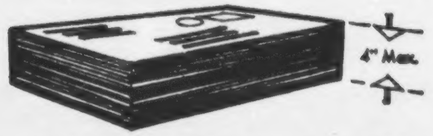
Any postal employee who sees the label on a sack or pouch of mail should be able to read and understand all the information on that label. For example, he should be able to tell at a glance where that mail originated and where it is going. The label is important for these and other reasons.

The information you put on the label must be accurate. See figure 11-6. You will have several types of labels in your office, so you must make sure you are using the right label on each outgoing sack or pouch. The reverse of any label contains two items of information important to the receiving post office: your initials if you

TYING OUT LETTER MAIL

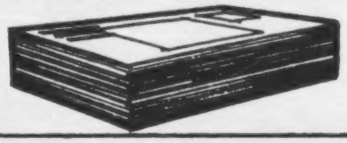
I - BUNDLES FROM 1" TO 4" THICKNESS

ALL BUNDLES OF LETTER SIZE MAIL FROM 1" TO 4" IN THICKNESS SHALL HAVE TWINE APPLIED IN THE FOLLOWING MANNER:



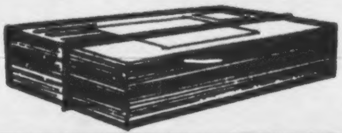
STEP 1

PICK UP BUNDLE—APPLY FACING SLIP TO TOP OR BOTTOM AS REQUIRED.



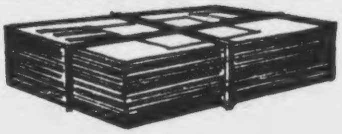
STEP 2

PICK UP TWINE—PLACE OVER LONG DIMENSION OF BUNDLE THREE TO FIVE TIMES & PULL TIGHT.



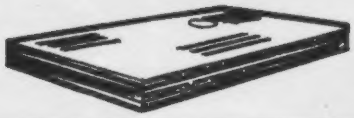
STEP 3

NOW WITH SAME LENGTH OF TWINE PLACE IT OVER SHORT DIMENSION OF BUNDLE AT THE CENTER THREE TO FIVE TIMES, PULL TIGHT & TIE.



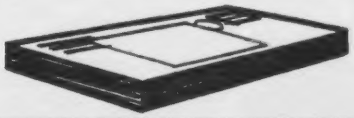
II - BUNDLES LESS THAN 1" IN THICKNESS

THOSE BUNDLES OF LETTER SIZE MAIL LESS THAN 1" IN THICKNESS WILL REQUIRE TWINE AROUND THE CENTER ONLY.



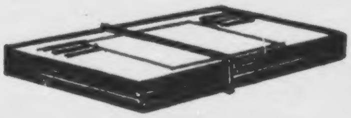
STEP 1

PICK UP BUNDLE—APPLY FACING SLIP TO TOP OR BOTTOM AS REQUIRED.



STEP 2

PICK UP THE TWINE—PLACE OVER SHORT DIMENSION OF BUNDLE AT THE CENTER THREE TO FIVE TIMES, PULL TIGHT & TIE.

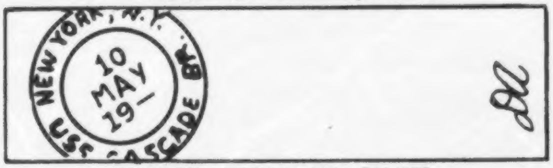


60.114

Figure 11-5.—Tying out letter mail.

NEW YORK, N. Y. DIS ATLANTA
PP SUP LIABLE TO CUSTOMS WT 34
FR: USS CASCADE AD-16 1 - 4X

PARCEL POST LABEL (FRONT)


NEW YORK, N.Y.
10 MAY 19—
USS CASCADE BR.

PARCEL POST LABEL (BACK)

60.64

Figure 11-6.–Completed parcel post labels.

prepared the dispatch, and the postmark of your office. Use your all-purpose stamp when postmarking, and make sure the correct date is inserted. This way, if there is any discrepancy in the dispatch, it can be traced and corrected quickly.

Transportation time is also important. The U.S. Postal Service is constantly looking for better and faster transport of the mails. Quarterly and monthly reports, which you will prepare or aid in preparing, show the average transit time of the mail so that proper date is important for this reason also.

The front of the label must show all the information required by the receiving office. Figure 11-7 shows properly completed airmail pouch labels. All airmail strip labels are prepared on Goldenrod airmail label stock. When you order be sure to indicate on the order form (PS 1578), the use of the label. The first line of the label indicates the destination of the mail, and class. The second line indicates the type of mail enclosed, whether working or direct letters or parcels subject to customs, and the total weight of the pouch. The last line includes the post office of origin, and the series and pouch number. There is no set order in which to number your outgoing pouches since the dispatch must be kept intact until it reaches the destination shown on the accompanying AV-7. Number the pouches consecutively as you make them up, and on the last pouch of the dispatch follow the pouch number with the letter X.

AMF JFK AM
LTR MAIL MIXED STATES WT 16
FR: USS ENTERPRISE (CVA(N) 65 1 - 2X

AMF IDLEWILD, N. Y. AM
CHICAGO DIRECTS LTR MAIL WT 20
FR: USS TIDEWATER AD 26 2 - 1X

AMF SAN FRANCISCO AM
CALIFORNIA DIRECTS AND WORKING WT 18
FR: KLONDIKE AR-22 4 - 3X

FRONTS

USS NEW YORK, N.Y.
10 MAY 19—

BACK

60.67

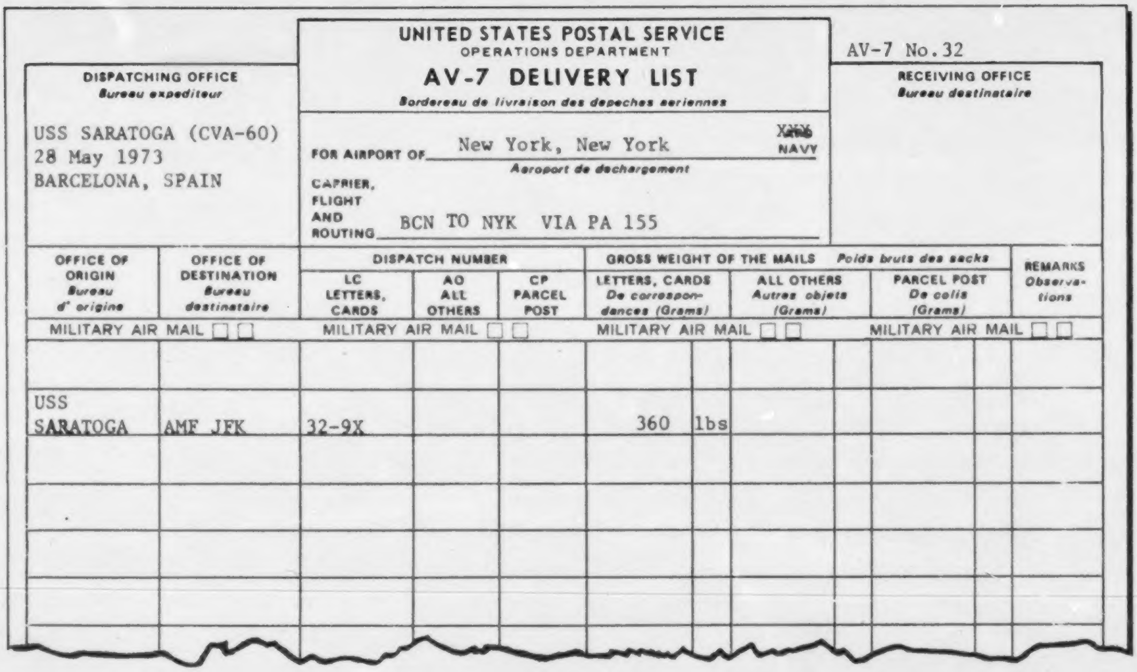
Figure 11-7.–Completed airmail pouch label.

Your copy of the AV-7 (fig. 11-8) lists the series number and the number of pouches in the dispatch only. An additional record of outgoing pouches and sacks should be kept in your outgoing mail log by number and content. For example:

OUTGOING

DESTINATION	CLASS	NO.	WT.	SERIES	TURNED OVER TO
AMF NYK	AM	2	45	145-2X	PAA REP

When you dispatch a direct pouch to the United States via a TNPO or other military post office, you must use two labels. Punch a hole in the overlabel to indicate the pouch is double labeled. The underlabel should show the U.S.



UNITED STATES POSTAL SERVICE
OPERATIONS DEPARTMENT
AV-7 DELIVERY LIST
Bordereau de livraison des depeches aeriennes

AV-7 No.32

DISPATCHING OFFICE *Bureau expediteur*
USS SARATOGA (CVA-60)
28 May 1973
BARCELONA, SPAIN

RECEIVING OFFICE *Bureau destinataire*

FOR AIRPORT OF New York, New York XXX NAVY
Aeroport de dechargement

CARRIER, FLIGHT AND ROUTING BCN TO NYK VIA PA 155

OFFICE OF ORIGIN *Bureau d' origine*	OFFICE OF DESTINATION *Bureau destinataire*	DISPATCH NUMBER			GROSS WEIGHT OF THE MAILS *Poids bruts des sacks*			REMARKS *Observations*
		LC LETTERS, CARDS	AO ALL OTHERS	CP PARCEL POST	LETTERS, CARDS *De correspondances (Grams)*	ALL OTHERS *Autres objets (Grams)*	PARCEL POST *De colis (Grams)*	
MILITARY AIR MAIL ☐ ☐		MILITARY AIR MAIL ☐ ☐			MILITARY AIR MAIL ☐ ☐		MILITARY AIR MAIL ☐ ☐	
USS SARATOGA	AMF JFK	32-9X			360 lbs			

60.71A

Figure 11-8.—AV-7 showing series number and number of pouches in dispatch.

Airport Mail Facility (AMF), where it will be worked. The overlabel should show the geographical location destination, should be marked Navy mail, and should have the five digit ZIP Navy number. Both labels should show the weight, series number, and office of origin. On arrival at the TNPO, the overlabel is pulled and the pouch billed on the next flight for the AMF indicated on the underlabel.

Navy post offices should utilize airline-supplied color coded clip-on destination tags on mail that is to be provided commercial airlift. In those cases where a flytag containing additional handling instructions is necessary or no airline-supplied clip-on destination tag for the city of destination is available or provided for, plain manila tags (PS Item 0-152) should be used with the instruction and/or destination stamped or printed thereon as appropriate. Airline-supplied "MILREGS" tags should be applied to all sacks and pouches containing registered mail. Airline-supplied clip-on destination tags and "MILREGS" tags may be procured through the major operating U.S. airlines cargo offices or Navy post offices performing terminal postal operations.

PROCESSING

Airmail, first-class mail, and FREE mail must each be worked and pouched separately. Official mail should be made up into separate ties. Direct sacks should be made up whenever possible. If you have 10 pounds or more for one city, make a pouch or sack for that city. This saves transit handling, time, and speeds delivery. The key number to remember again is 10. In tying you were concerned with the number of letters, now you are concerned with weight. The minimum weight for a direct pouch is 10 pounds. If you do not have enough for a direct pouch to a city, you may combine the mail with that for the state and make a state pouch, or you may combine mail from several states in a mixed states working pouch. The maximum weight for an ordinary sack or pouch is 70 pounds; for an airmail pouch, 50 pounds; and for an airmail sack, 70 pounds.

When ships are operating in a task group, one is designated as mail coordinator. For example, while operating in a combat area one of the CVA's will be the mail coordinator for several smaller ships. The ship then performs essentially the same function as a terminal post office in consolidating and moving the mail.

If you are so designated, when the outgoing mail from the other ships is received, consolidate it. You will find that you can reduce by as much as 75 percent the number of outgoing pouches. You may not have enough mail from your own ship to make any direct pouches, but by consolidating the mail you may be able to make at least one. This means time saved by the terminal NPO in your area in sorting and handling. Mail is handled in accordance with special instructions of appropriate commanders and in accordance with the procedures outlined herein.

Space Available Mail (SAM)

SAM mail should be processed and dispatched in the following manner:

- Personal first-class letter mail should be separated from official first-class mail and dispatched in green nylon mail pouches.

- Personal first-class letter mail and post cards identified as Free Mail and mailed from a combat zone should be separated from other mail. It should be manifested and dispatched to the airport mail facilities in green nylon mail pouches labeled "Free Mail."

- Sound recorded communications having the character of personal correspondence should be separated from other free mail and dispatched to the airport mail facilities in red nylon mail pouches.

- Second-class publications published at least once each week and featuring principally current news of interest to members of the Armed Forces and the general public, which are mailed at or addressed to any Armed Forces post office outside the 48 contiguous States should be separated from other mail and dispatched in red mail sacks.

- SAM parcels include parcels of any class paid at surface postage rates and airlifted to, from, or between overseas military post offices outside the 48 contiguous States. When mailed from the 48 contiguous States, the parcels may not exceed 15 pounds in weight and 60 inches in length and girth combined. Parcels mailed from an APO or FPO outside the 48 contiguous States may not exceed 70 pounds in weight and 100 inches in length and girth combined. Such parcels should be separated from other mail of their class and dispatched in red mail sacks. They must be marked with the large letters SAM on the address side, preferably below the postage and above the name of the addressee. SAM parcels shall be transported by air on a space available basis on scheduled United States air carriers. A SAM parcel mailed at an overseas post office should be labeled "Supposed Liable To Customs Inspections."

PAL Parcels

Any parcel, other than a parcel mailed air parcel post, not exceeding 30 pounds in weight or 60 inches in length and girth combined, which is mailed at or addressed to any military post office outside the 48 contiguous States, will be transported by air on a space available basis, upon payment of a fee of $1.00 in addition to the regular surface rate of postage. These parcels must be marked with the large letters "PAL" (parcel air lift) on the address side, preferably below the postage and above the name of the addressee.

Sacking Second-, Third-, and Fourth-Class Mail

The volume of outgoing parcels of all classes of mail normally increases when you are overseas. Use sacks when preparing this mail for dispatch, but keep the weight of each sack below 70 pounds. Here again make as much use as possible of the direct sack to customs post offices. Direct sacks of second, third, and fourth-class parcels are dispatched via surface means to the appropriate customs post office in the United States. When you are preparing labels for the outgoing second, third, and fourth-class mail, use the procedure previously mentioned. However, you must remember that here you should label to the appropriate customs post office instead of to the city or state of address. For example, if your ship is operating in the European area, and you are dispatching a direct sack of parcel post to Iowa, first check the U.S. Customs Scheme, (fig. 11-9). This chart shows you where to bill your parcel post in the United States regardless of your location. Column 1 is an alphabetical list of the states. Columns 2, 3, 4, and 5 are the cities to which you should dispatch your parcel post, dependent on your dispatch point. All parcel post for Alabama therefore, entering the United States through New York or Charleston, should be labeled to Atlanta. Mail to Alabama entering the United States through San Francisco or Seattle should be labeled to Memphis. Your sack of parcel post for Iowa should be labeled to Chicago since it will enter the United States through New York or Charleston. If you do not have enough mail to make a direct sack to the appropriate customs post office combine the mail and label it to the first United States port of entry or to the terminal NPO which serves your command. Figure 11-5 shows properly completed labels for parcel post. When making out your label be sure you include the wording "Supposed Liable to Customs" on the label or attach a PS Label 81 or other tag containing this wording. One third of a sack is sufficient for a direct sack. Before using a sack, check it carefully to see that it is in good condition and there are no holes in it. Do not use a sack that has a hole larger than a 50¢ coin, tears exceeding 1 1/2 inch, broken or missing cord, or a damaged label fastener. This is called "defective" equipment and should be dispatched to the TNPO serving your activity. Use PS Label 77 identifying it as defective equipment. To keep from puncturing the sack or the contents, do not use hooks when lifting.

When making up your mail for dispatch, if you have two special handling packages the size of an ordinary shoe box going to the same destination, you may make a direct special handling sack. After closing the sack and before locking, place a PS Label 35, figure 11-10, PARCEL POST FOR SPECIAL HANDLING, over the hasp to ensure separate handling from other fourth-class mail.

Care in Pouching and Sacking

Pouching and sacking requires care not only in distribution and routing but also in handling.

When operating overseas you will be handling large volumes of mail. Part of this will be parcel post. Since you will be the initial carrier of the parcel post you will want to make sure you don't pack more parcels in a sack than convenient to carry. Do this not only for your own sake but also for that of others handling the sack. The U.S. Postal Service has a set of specific rules on care in pouching and sacking not only to protect the mail but also the personnel handling the mail. The first of these is: do not place more than 70 pounds of mail in a canvas sack. The orange, gray, and red pouches are limited to 50 pounds. You should allow sufficient space to permit complete closure of the pouch or sack. The U.S. Postal Service operates on a nonprofit basis (mostly at a loss), so loss of man-hours due to a sprained back caused by an overloaded mail sack just adds to this loss.

When a person mailing a package requests insurance he is in reality asking for additional protection from breakage or loss in handling. It is your duty to see that this package receives the protection it rightly deserves. Consequently the second rule is: do not use hooks in handling sacks. Hooks puncture the sack and tear or break the contents of any packages enclosed.

By placing a large parcel endorsed FRAGILE in a sack you eliminate any possible extra care that would be given, hence, the third rule. Do not force large bulky parcels marked FRAGILE into sacks. These parcels should be treated as outside pieces and cared for accordingly. Small packages carrying the endorsement FRAGILE should be placed on top of other heavier parcels in the sack to prevent their being crushed by the added weight.

When working with mail of any type and especially large volumes, your post office becomes a prime fire hazard area. The greatest

State	New York standpoint	San Francisco standpoint	Seattle standpoint	Charleston standpoint
Alabama	Atlanta	Memphis	Memphis	Atlanta.
Alaska [1]	Seattle	Seattle	Seattle	Seattle.
Arizona	El Paso	Los Angeles	Los Angeles	El Paso.
Arkansas	St. Louis	Kansas City, Mo	Kansas City, Mo	Atlanta.
California	San Francisco	San Francisco	San Francisco	San Francisco.
Canal Zone [2]	New Orleans	New Orleans	New Orleans	New Orleans.
Colorado	Denver	Denver	Denver	Denver.
Connecticut	New York	New York	New York	New York.
Delaware	Philadelphia	Philadelphia	Philadelphia	Philadelphia.
District of Columbia	Washington, D.C	Washington, D.C	Washington, D.C	Washington, D.C.
Florida	Jacksonville	Jacksonville	Jacksonville	Jacksonville.
Georgia	Atlanta	Atlanta	Atlanta	Atlanta.
Guam [3]				
Hawaii	Honolulu	Honolulu	Honolulu	Honolulu.
*Idaho	Omaha	Portland, Ore	Seattle	Omaha.
Illinois	Chicago	Chicago	Chicago	Chicago.
Indiana	Indianapolis	Indianapolis	Indianapolis	Indianapolis.
Iowa	Chicago	Omaha	Omaha	Chicago.
Kansas	Kansas City, Mo	Denver	Denver	Kansas City, Mo.
Kentucky	Cleveland	Cleveland	Cleveland	Atlanta.
Louisiana	New Orleans	New Orleans	New Orleans	New Orleans.
*Maine	Boston	Boston	Boston	Boston.
Maryland	Baltimore	Baltimore	Baltimore	Baltimore.
Massachusetts	Boston	Boston	Boston	Boston.
Michigan	Detroit	Detroit	Detroit	Detroit.
Minnesota	St. Paul	St. Paul	St. Paul	St. Paul.
Mississippi	New Orleans	Memphis	Memphis	Atlanta.
Missouri	St. Louis	Kansas City, Mo	Kansas City, Mo	St. Louis.
Except Kansas City.	Kansas City			Kansas City.
Except St. Louis.		St. Louis	St. Louis	
*Montana	St. Paul	Portland, Ore	Seattle	St. Paul.
Nebraska	Omaha	Denver	Denver	Omaha.
Except Omaha		Omaha	Omaha	
*Nevada	Denver	San Francisco	San Francisco	Denver.
New Hampshire	Boston	Boston	Boston	Boston.
*New Jersey	New York	New York	New York	Philadelphia.
Except ZIP Codes 080 through 083.		Philadelphia	Philadelphia	Philadelphia.
New Mexico	El Paso	El Paso	El Paso	El Paso.
New York	New York	Buffalo	Buffalo	New York.
Except Buffalo.	Buffalo			Buffalo.
Except New York.		New York	New York	
*North Carolina	Washington, D.C	Washington, D.C	Washington, D.C	Charleston.
*North Dakota	St. Paul	St. Paul	Seattle	St. Paul.
Ohio	Cleveland	Cleveland	Cleveland	Cincinnati.
*Oklahoma	Kansas City, Mo	Kansas City, Mo	Kansas City, Mo	Dallas.
*Oregon	Portland, Ore	Portland, Ore	Portland, Ore	Portland, Ore.
Except Portland.		Portland, Ore	Portland, Ore	
Pennsylvania	Philadelphia	Pittsburgh	Pittsburgh	Philadelphia.
Except Philadelphia.		Philadelphia	Philadelphia	
Except Pittsburgh.	Pittsburgh			Pittsburgh.
Puerto Rico	San Juan	San Juan	San Juan	San Juan.
Rhode Island	Boston	Boston	Boston	Boston.
*South Carolina	Atlanta	Atlanta	Atlanta	Charleston.
South Dakota	St. Paul	Omaha	Omaha	St. Paul.
*Tennessee	Washington, D.C	Memphis	Memphis	Atlanta.
Except Memphis.	Memphis			
Texas	Dallas	El Paso	Dallas	Dallas.
Except El Paso.	El Paso		El Paso	El Paso.
Except Dallas		Dallas		
*Utah	Denver	San Francisco	San Francisco	Denver.
Vermont	New York	New York	New York	New York.
*Virginia	Washington, D.C	Washington, D.C	Washington, D.C	Charleston.
Virgin Islands	Charlotte Amalie	Charlotte Amalie	Charlotte Amalie	Charlotte Amalie.
* Except St. Croix.	Christiansted	Christiansted	Christiansted	Christiansted.
*Washington	St. Paul	Seattle	Seattle	Denver.
*West Virginia	Washington, D.C	Cincinnati	Cincinnati	Washington, D.C.
Wisconsin	Milwaukee	Milwaukee	St. Paul	Milwaukee.
Wyoming	Denver	San Francisco	Seattle	Denver.

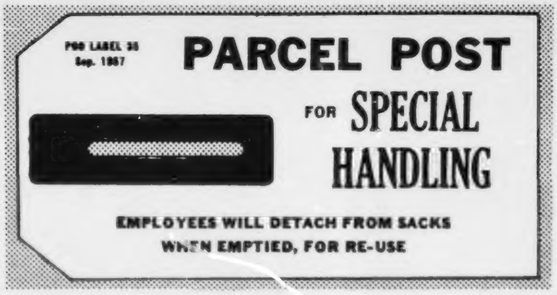
[1] Dispatch to Seattle when mail is transported from NPO's in the Orient.

[2] Dispatch to New Orleans when mail is transported direct from NPO's in the Caribbean area.

[3] No customs duties assessed on mail addressed to Guam; route mail direct to appropriate post office.

60.63.0

Figure 11-9.—U.S. Customs scheme.



POD LABEL 35
Sep. 1967

PARCEL POST

FOR **SPECIAL HANDLING**

EMPLOYEES WILL DETACH FROM SACKS
WHEN EMPTIED, FOR RE-USE

60.66
Figure 11-10.—PS Label 35, parcel post for special handling.

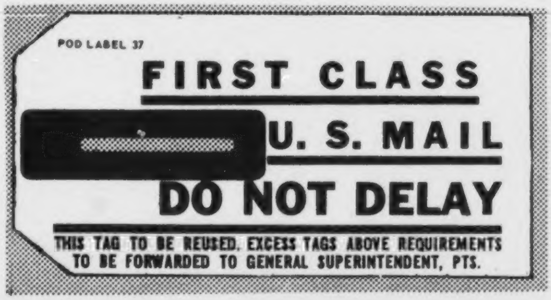
danger exists during the period when you are hanging the pouches or sacks and when closing them for dispatch. A lit cigarette accidentally dropped into one pouch or sack could start a fire very easily. So the fourth rule is, do not smoke when hanging sacks or pouches or when closing them for dispatch.

The following list will help you in sacking and/or pouching your mail. Remember the color of sack/pouch indicates the class or type of mail enclosed.

1. Official airmail letters—airmail pouches (orange)
2. Official airmail parcels—airmail sacks (orange)
3. Personal airmail letters—airmail pouches (orange)
4. Personal airmail parcels—airmail pouches (orange)
5. Official first-class letters—MOM pouches (gray)
6. Official first-class parcels—MOM sacks (gray)
7. Official parcels marked "SPECIAL DELIVERY," "SPECIAL HANDLING," or "MOM"—MOM sacks (gray)
8. FREE mail—SAM pouches (green). Slide label marked "FREE MAIL"
9. Personal first-class letters—SAM pouches (green)
10. Personal parcels marked "SAM" and publications as previously discussed under SAM mail—SAM sacks (red)
11. Personal parcels marked "PAL"—SAM sacks (red)
12. Personal parcels as previously discussed under SAM mail
    When airlifted—SAM sacks (red)
    When provided surface lift—canvas sacks
13. Official parcels not contained in the above-canvas sacks
14. Personal parcels not contained in the above-canvas sacks

Should the pouches and sacks listed above become unavailable, use canvas equipment and attach the appropriate tag indicating the type of mail contained therein. See figs 11-11 and 11-12.

If the volume of mails does not justify separate pouching, consolidate them; if the



POD LABEL 37

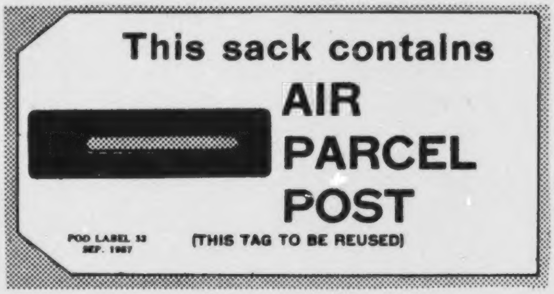
FIRST CLASS

U. S. MAIL

DO NOT DELAY

THIS TAG TO BE REUSED. EXCESS TAGS ABOVE REQUIREMENTS TO BE FORWARDED TO GENERAL SUPERINTENDENT, PTS.

60.63
Figure 11-11.—PS Label 37, first class.



This sack contains

AIR PARCEL POST

POD LABEL 33
SEP. 1967

(THIS TAG TO BE REUSED)

60.65
Figure 11-12.—PS Label 33, air parcel post.

pouch contains airmail, it must be manifested as an airmail pouch.

Pouches or sacks are normally secured by an LA lock or a metal snap seal. Check the mail handling instructions, for the area you are operating in, for the requirements for securing your pouches or sacks.

Outside Parcels

Parcels that require handling outside of mail bags are those which because of their size, weight, nature, or condition cannot be safely handled inside sacks without damaging them or other mail. The fact that a parcel is first-class, special delivery, special handling, or perishable does not in itself justify outside dispatch.

Guidelines for outside handlings are as follows:

- Size–Elongated parcels over 38 inches in length are treated as outside.

- Weight–Parcels weighing over 35 pounds may be dispatched outside. However, two or more of these parcels may be sacked if they do not exceed the 70-pound sack limit.

- Heavy Density–Small parcels of very heavy density, such as metal tools, castings, machine parts, weighing over 15 pounds likely to cause damage to other sacked parcels, may be handled outside. Several heavy density parcels may be sacked together without causing damage, but do not sack heavy density parcels with light weight fragile items.

- Containers–All shapes and sizes of metal containers should be handled outside.

Articles to be handled outside of mail sacks are marked or labeled with the words "OUTSIDE MAIL." These articles are referred to as "OSPs."

All outside pieces are treated as directs. Do not dispatch any outside piece through a foreign post office or foreign medium of transportation (airline or train) as it will be sent through that country's customs office with a resultant delay and possible loss if customs charges are not paid. You must remember that we are authorized to dispatch closed mail only. Closed mail is mail locked inside a U.S. mail sack/pouch. Dispatching to a TNPO or an APO in your area will ensure faster handling.

The label on personal outside pieces must contain, in addition to the information listed earlier, the statement "Supposed Laible to Customs" and must be billed to the appropriate customs post office.

CUSTOMS REQUIREMENTS

When we speak of customs requirements in this chapter, we are concerned only with the articles you or your shipmates deposit for mailing from your post office to the United States while your ship is operating overseas. You have already studied the requirements for international mail in chapter 10. In most cases the only customs your outgoing parcels will be subject to will be the customs office at the port of entry to the United States or the appropriate area customs office in the United States. All mail believed to contain merchandise, including returned articles of United States origin is subject to customs examination. The only exception is official mail being transmitted between Navy post offices and the United States.

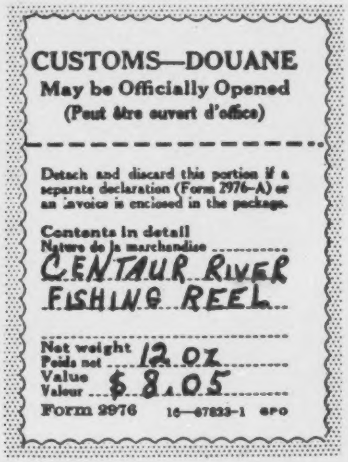
Airmail articles receive preferential customs treatment and are submitted to customs separately from surface mail. Also remember air parcels are dispatched separately from airmail letters to avoid undue delay of letter mail by customs. If delivery can be expedited surface mail will be dispatched by air mail upon return from customs.

Some articles such as perfurmes, watches, and cameras bearing a trademark or trade name require written consent of the owner of the mark or name before they can be imported. You may accept these articles for mailing only if the trademark or name has been completely removed or obliterated before mailing.

Customs Declarations

A customs declaration form must accompany all merchandise sent through the mails to the United States from foreign overseas points. This includes sealed letters or letter packages containing merchandise as well as parcels. The forms used for this purpose are PS Forms 2966, 2976, 2976-A as appropriate.

The green customs label, PS Form 2976 (fig. 11-13), is used on sealed letters and letter packages containing merchandise and on parcels on which postage has been paid at the airmail or first-class rate. If the sender does not wish to list the contents of the article on the outside, he may affix the upper part to the cover and enclose the customs declaration (PS Form 2976-A) (fig. 11-14) in the article.



CUSTOMS—DOUANE
May be Officially Opened
(Peut être ouvert d'office)

Detach and discard this portion if a separate declaration (Form 2976-A) or an invoice is enclosed in the package.

Contents in detail
Nature de la marchandise CENTAUR RIVER FISHING REEL

Net weight
Poids net 12 OZ
Value
Valeur $ 8.05
Form 2976 16—67823-1 GPO

60.68

Figure 11-13.—PS Form 2976, customs label.

Without this authority attached, the customs officer must hold the article and request signed authority from the addressee to examine the article at a resultant delay in delivery.

The PS Form 2966 is attached to all articles mailed as parcel post (fig. 11-15). Each item and the value of it, enclosed in the package must be listed descriptively on the customs form. Notations such as "merchandise" or "personal articles" are not acceptable descriptions of contents.

Personal Effects of Military Personnel

When personnel stationed overseas receive orders for return to the United States, they are allowed duty free entry for personal and household effects. The sender must, when preparing the effects for mailing, enclose a copy of his orders, and endorse on the address side the words "Free Entry Claimed Under Public Law-Movement Orders Enclosed." In addition the parcel must bear the appropriate customs declaration. When personal effects such as seabag contents are being sent via parcel post, PS Form 2966 must be completed, listing all articles enclosed.

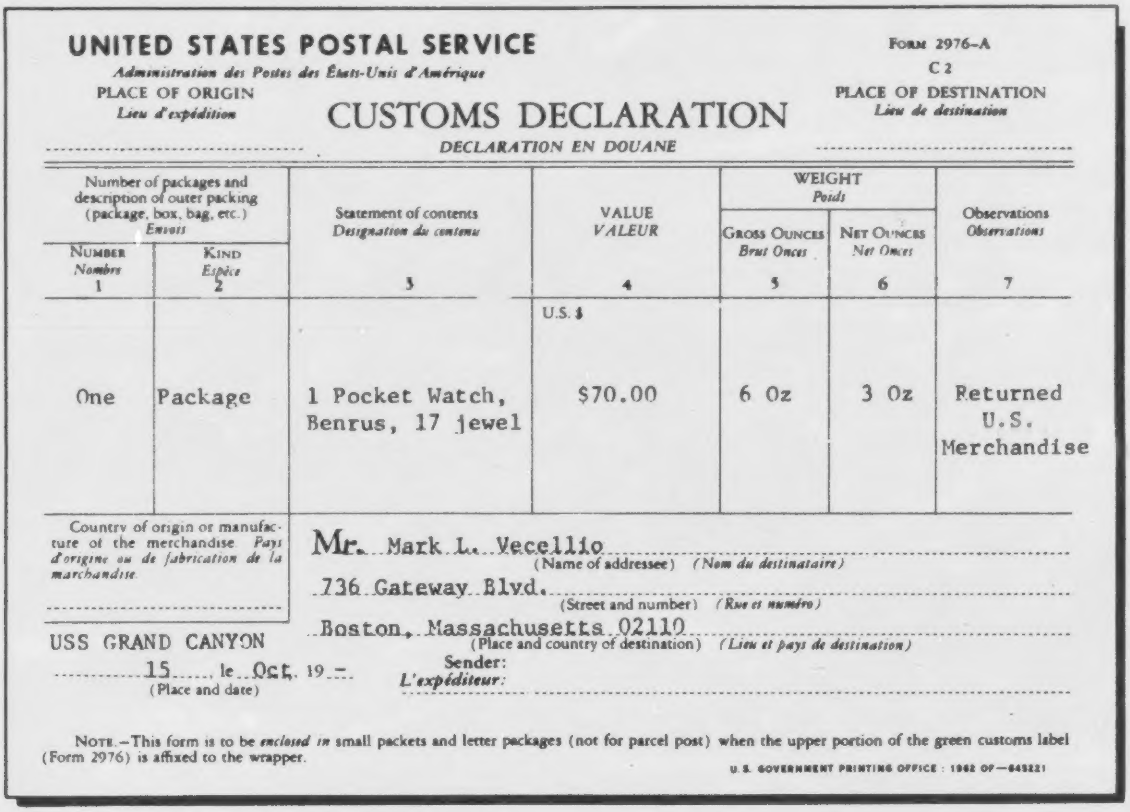
United States Merchandise

Articles of U.S. origin which, after having been exported, have not increased in value or improved in condition, may be mailed back into the United States free of customs duty. This includes articles purchased overseas whether in an exchange or from a foreign merchant. It does not include all items which are sold through a Navy exchange, only the ones of U.S. origin. The appropriate customs forms, as discussed earlier, must accompany the article, plus the statement "Returned U.S. Merchandise."

Bona Fide Gifts

Both military and civilian personnel authorized to use the military postal service may mail from Navy post offices located outside the customs territory of the United States bona fide gifts not exceeding $10 in value, free of duty and internal revenue tax to donees (addressees) located in the United States, subject to the following conditions:

1. Perfume containing alcohol (except where the aggregate value of all merchandise contained in the shipment does not exceed $1), and tobacco products are not exempt from duty or tax.
2. A customs declaration form will be completed and attached to each parcel mailed, as earlier stated.
3. Each parcel must be clearly marked "Bona Fide Gift." To meet this qualification, the article must have been formerly owned by a donor who gave it outright in its entirety to a donee without compensation or a promise of compensation.



UNITED STATES POSTAL SERVICE
Administration des Postes des États-Unis d'Amérique

FORM 2976–A
C 2

PLACE OF ORIGIN
Lieu d'expédition

CUSTOMS DECLARATION
DECLARATION EN DOUANE

PLACE OF DESTINATION
Lieu de destination

Number of packages and description of outer packing (package, box, bag, etc.) *Envois*		Statement of contents *Designation du contenu*	VALUE *VALEUR*	WEIGHT *Poids*		Observations *Observations*
NUMBER *Nombre* 1	KIND *Espèce* 2	3	4	GROSS OUNCES *Brut Onces* 5	NET OUNCES *Net Onces* 6	7
One	Package	1 Pocket Watch, Benrus, 17 jewel	U.S. $ $70.00	6 Oz	3 Oz	Returned U.S. Merchandise

Country of origin or manufacture of the merchandise *Pays d'origine ou de fabrication de la marchandise*

Mr. Mark L. Vecellio
(Name of addressee) *(Nom du destinataire)*
736 Gateway Blvd.
(Street and number) *(Rue et numéro)*
Boston, Massachusetts 02110
(Place and country of destination) *(Lieu et pays de destination)*

USS GRAND CANYON
15 , le Oct. 19 –
(Place and date)

Sender:
L'expéditeur:

NOTE.–This form is to be *enclosed in* small packets and letter packages (not for parcel post) when the upper portion of the green customs label (Form 2976) is affixed to the wrapper.

U.S. GOVERNMENT PRINTING OFFICE : 1962 OF—645221

60.70

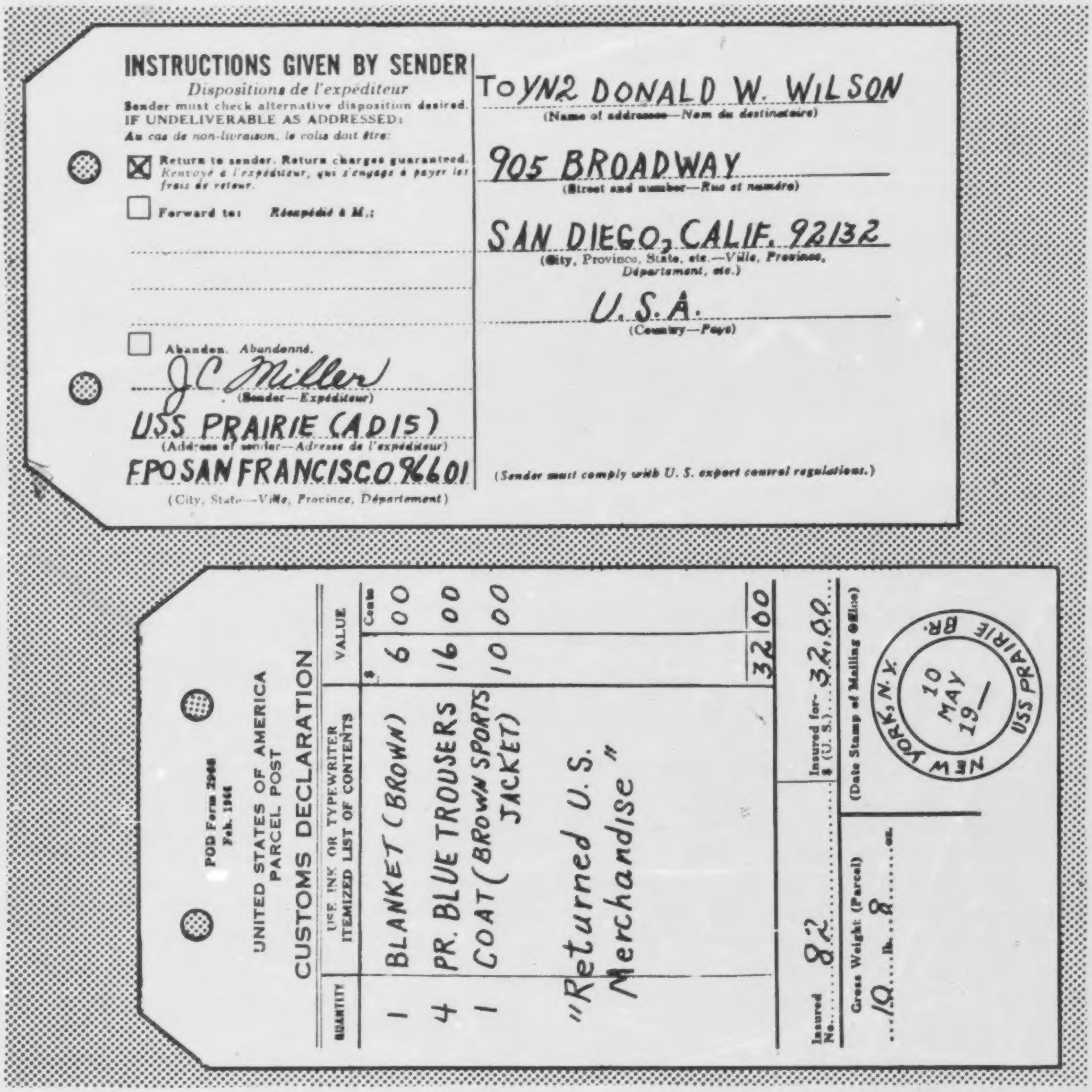
Figure 11-14.–PS Form 2976A, customs declaration.

4. The exemption applies provided the aggregate value of such articles received by one person on one day does not exceed $10. A parcel having an aggregate value of more than $10, which contains many individually wrapped and addressed gifts to different individuals, each gift being valued at $10 or less, is entitled to free entry providing the other conditions are met. The parcel must be annotated on its face to show the number of gifts in separate packages contained therein and to state that each gift is valued at $10 or less and that no single donee is receiving gifts which have an aggregate value of more than $10. The exemption applies provided the aggregate value of such articles received by one person on one day does not exceed $10. If the aggregate value of a shipment containing one or more gifts for the same donee exceeds $10, no exemption from duty or tax is allowable on the shipment or any part thereof.

Consult the Navy postal instructions for special instructions concerning gifts from a member of the Armed Forces serving in a combat zone.

Delivery of Purchases

In most ports you will visit overseas, there will be salesmen allowed on board to take orders for various items that may be ordered through them for future delivery. In most cases these items will be mailed to the purchaser. When you



INSTRUCTIONS GIVEN BY SENDER
Dispositions de l'expéditeur
Sender must check alternative disposition desired.
IF UNDELIVERABLE AS ADDRESSED:
Au cas de non-livraison, le colis doit être:

☒ Return to sender. Return charges guaranteed. *Renvoyé à l'expéditeur, qui s'engage à payer les frais de retour.*

☐ Forward to: *Réexpédié à M.:*

☐ Abandon. *Abandonné.*

JC Miller
(Sender—Expéditeur)

USS PRAIRIE (AD15)
(Address of sender—Adresse de l'expéditeur)

FPO SAN FRANCISCO 96601
(City, State—Ville, Province, Département)

TO YN2 DONALD W. WILSON
(Name of addressee—Nom du destinataire)

905 BROADWAY
(Street and number—Rue et numéro)

SAN DIEGO, CALIF. 92132
(City, Province, State, etc.—Ville, Province, Département, etc.)

U.S.A.
(Country—Pays)

(Sender must comply with U. S. export control regulations.)

POD Form 2966
Feb. 1964

UNITED STATES OF AMERICA
PARCEL POST
CUSTOMS DECLARATION

QUANTITY	USE INK OR TYPEWRITER ITEMIZED LIST OF CONTENTS	VALUE $	Cents
1	BLANKET (BROWN)	6	00
4	PR. BLUE TROUSERS	16	00
1	COAT (BROWN SPORTS JACKET)	10	00
	"Returned U.S. Merchandise"		
		32	00

Insured No. 82

Insured for $ (U. S.) 32.00

Gross Weight (Parcel) 10 lb. 8 oz.

(Date Stamp of Mailing Office)

USS PRAIRIE BR. NEW YORK, N.Y.
10 MAY 19—

60.49

Figure 11-15.—PS Form 2966, customs declaration.

receive them in the mail, you may deliver them without collecting any duty provided you are outside United States customs jurisdiction. If the package has a customs mail entry form attached (Customs Form 3419), endorse the form with the statement "Delivered outside the customs jurisdiction of the United States," and return the form to the accountable postmaster. (Postmaster, New York, N.Y. 10001). Complete PS Form 2933, Register of Uncollected Customs

Charges, in duplicate. Forward the original with Customs Form 3419, and file the duplicate in the post office files.

When your ship is in a United States port and you receive these packages in the mail with no customs notation or forms attached, you must mark them "Supposed Liable to Customs" and return to the nearest collector of customs for treatment. An alphabetical listing of all customs post offices by state may be found in Part 613, PS Pub 42. When the package has been through customs and Customs Form 3419 is attached collect the customs duty shown on the form before you release the package to the addressee. Procedures for collecting customs duties on these parcels and the form to use in reporting the collections are covered in chapter 12.

MAILING ADDRESSES

Delay or nondelivery of Navy mail can be attributed to one or both of two reasons: guessing at the address or not knowing where to find the correct address. Many times mail is addressed to units in care of the wrong fleet post office. There can only be one correct address for any Navy unit. Your commanding officer has the responsibility of ensuring that all personnel of the command know their complete correct address. This information must be included in the Mail Handling Instructions and must be posted outside your office. In addition, it is a recommended practice to give the new man when he checks in with your office, a copy of his new address including the division and zip code. Follow this up by encouraging him to use it on all of his outgoing mail so that all his correspondents will know how to address mail to him.

Your office is not the end of the line, but rather a link in a continuous chain of civil and Navy post offices. You can strengthen this link by encouraging each of your patrons to use the full correct address and return address on all their outgoing mail. This will reduce your directory service and ensure faster, more dependable mail service for your ship regardless of location.

At times a detachment of an aircraft squadron or other similar unit is transferred to another location. The appropriate Commander must be informed of this change including the date of activation, location, and the desired mail routing. If the transfer is to be permanent or semipermanent, a request should be submitted to CNO to have the new address included in the SNDL.

A ship commences using the fleet post office address upon commissioning and when decommissioned discontinues the use of the FPO address. However, mail addressed to the ship will be routed to the activity that has been designated to provide Directory Service or to open official mail for 60 days after decommissioning.

Sources of Information

In your capacity as a Navy Postal Clerk you will not normally have a great deal to do with the addressing of official mail from your ship or activity, but you will be checking the address on the outgoing mail to ensure its accuracy. In order to perform this job efficiently you will need to know where to find the correct address for any Navy activity regardless of location.

There are several sources from which the correct address of a unit may be obtained. The main official sources of Navy mailing addresses are the *Standard Navy Distribution List,* (SNDL Part 1 and Annex A), the *Catalog of Naval Shore Activities* (SNDL Part 2) and *Naval Postal Instructions,* Appendix C. Other publications to which you may refer from time to time are the Assignment of Ships and Units in the Administrative Organization of the Operating Forces, U.S. Navy (OPNAVINSTRUCTION C3110.3N series); Assignment and Status of Service Craft in the Administrative Organization of the Operating Forces, U.S. Navy (OPNAVINSTRUCTION 3110.5 series); the Naval Vessel Register, (NavShips 250-574-8); Vessels Monthly Progress Report (NavShips 250-574); and Department of Defense Activity Address Directory (DSAH 4140.1).

Form of an Address

Changing the form of an address each time an article is mailed causes confusion in handling and delays in delivery. For this reason the address of an activity as used in the SNDL should be used as listed or the format shown in the *U.S. Navy Correspondence Manual* if the address is from some other source.

Be certain that both the city and the state in the address are legible. Authorized abbreviations may be used for states, but they are not permissible for cities. For example, do not use Minn. for Minneapolis, L.A. for Los Angeles, or Pgh. for Pittsburgh.

Abbreviations such as N.J., N.Y., or N.H. are easily misread. One of the most common errors in the United States Postal Service is to mistake N.Y. for N.J. on mail addressed to Newark, N.J. When proper ZIP Codes are used, such mistakes are far less likely to occur. When abbreviations are used, they should be the ones approved by the U.S. Postal Service because these are less likely to be confused than others. The National ZIP Code Directory, PS Publication 65, is furnished each ship and station operating a Navy post office. This publication should be made available to all personnel attached as a source of ZIP codes for addresses within the U.S. and Territories.

Encourage all mailers to use ZIP codes on their outgoing mail. The use of ZIP codes as a part of the mail address will help to expedite the distribution and delivery of mail. You, as the postal clerk, must place the ZIP code on all parcels accepted for mailing at your office unless the mailer has already included it in the address. However, you should still verify the ZIP code for accuracy.

Matter without address or so incorrectly, insufficiently, or illegibly addressed that it cannot be transmitted to its destination, is unmailable. Addresses such as these should not be accepted:

Mrs. Johnson
32nd Street
Chicago, IL

R. M. Kline, SN
Great Lakes, IL

If such mail inadvertently reaches the city of address, it will be returned to the sender or forwarded to the dead letter office if no return address appears.

Using an abbreviation that only the mailer and addressee understand can also slow delivery, so only those abbreviations such as states, rates, ranks, USS, SS, and ship types that can be understood by all postal personnel handling the mail should be used.

Several ships in the fleet have the same last names such as USS DARBY (DE 218) and USS WILLIAM O. DARBY (T-AP-127), or the USS MYLES C. FOX (DDR-829) and the USS DOUGLAS H. FOX (DD-779). When addressing mail to ships the full name of the ship as listed in the SNDL, type, and hull number must be used to ensure delivery to the proper address. Aircraft squadrons and detachments should use their short designations along with the long title for completeness of address.

Unless a geographic location has been assigned as a part of the official title in a mail address, it may not be used in conjunction with an FPO, APO or Navy number. Conversely you may not use a Navy number of APO as part of the address for a ship or mobile unit with the exception of service craft unless it has been so assigned in the SNDL.

Service craft or ships on the inactive list within the United States may not use a fleet post office as part of their return address.

Mobile commands and units are constantly on the move, so mail should never be addressed to these commands at the station or to the ship where they are located. Always address this mail to the FPO serving the command.

Most Navy post offices at overseas bases use the box number delivery system when there is more than one activity using the same Navy number. A barracks number may be used at a receiving station to speed delivery, and aboard ship is distributed by division. When using any of these methods, the box, barracks, or division should be included on the second line of the address.

Task organization number (CTU 73.4, CTG 74.4, CTF 77, CTE 75.6) are assigned to ships and activities for a specific operation, usually for short periods, so unless they are listed as such in the SNDL, mail may not be addressed to these task forces, groups, units, or elements by number.

We have discussed the SNDL in the foregoing paragraphs as the basic source of all Navy addresses. These are permanent addresses and as a rule are not changed to meet local requirements. There are certain exceptions to these rules which may be used subject to security regulations for the activity. The following paragraphs contain examples of some of these exceptions.

When you are stationed ashore in the United States, you may have your mail delivered to a local civilian address provided it is not addressed for delivery through your military activity.

Some ships such as tenders, repair ships, tugs, and others remain in one continental United States port for an extended period. These ships may, at the option of the commanding officer, use the local geographic address if by so doing mail service will be improved. However, prior to departure from that port, personnel should be advised to inform their correspondents far enough in advance of the ship's movement to commence using the proper FPO address so that mail will not be delayed. Your local postmaster must be informed of your ship's movement so that he may forward to the appropriate fleet post office any mail he receives after your departure.

Official mail for a Military Assistance Advisory Group, U.S. Naval Attache', Liaison Office, or Mission is addressed in care of an APO or Navy number, or the Department of State. In certain cases when the material is unclassified, it may be sent direct to the country of address by international mail.

Whenever possible personal mail for any of the above activities should be addressed in care of the Navy or APO number; however, the international address may be used for this mail when postage has been paid at the international rate.

Under no circumstances may classified material, registered or unregistered, be sent to an international address, except Canada.

Consult the Special Instructions section of the *Catalog of Naval Shore Activities*, (SNDL Part II) for specific addresses.

Fleet Post Office Address

The fleet post offices in New York, N.Y., or San Francisco, Calif., inform PCC's where, how, and when to route all Navy mail addressed in care of them to ships and overseas activities. They may route this mail only when the ship or activity is listed in the SNDL as being assigned an FPO address or when an FPO address is authorized. Service force commanders may also be requested to route mail for a command temporarily; for example, a foreign naval unit is operating in coastal United States waters. As long as the unit is operating in coastal waters or with United States naval units, mail can be routed to the unit via the appropriate FPO. Upon the unit's departure mail is forwarded in accordance with mail routing authority instructions. Readdressing or directory services are not normally within the capabilities of a fleet post office, so any mail not properly addressed, if received by an FPO, is either returned to the sender or forwarded to the dead letter office, whichever is applicable.

FPO addresses are not used for telegrams, freight, or express shipments. Telegrams received with postage affixed are forwarded as regular mail.

Navy Numbers

One of the list of activities by address in the SNDL is that of overseas activities by name and number. Navy numbers are assigned to activities outside the continental limits of the United States. Mail is then addressed to the number in care of the appropriate FPO, and the FPO advises the PCC concerned, who in turn routes the mail direct to the geographic location of the activity. These activities are normally permanently established shore units.

The advantages of using this system allow the use of one number by several activities, better control of Navy mail, use of domestic postal rates, positive identification of a geographic location, and a uniform system of addressing mail, besides providing security when necessary.

When a newly established command desires assignment of a Navy number, a request is submitted to CNO via the appropriate channels and mail routing authority. Included in the request are the name and location of the nearest MPO that will provide service, the names of activities to be served, and routing instructions for the various classes of mail. When the number has been assigned, all correspondents should be informed of the new address, and CNO should be requested to include the new address in the SNDL.

When the number has served its purpose and the activities using it have been transferred or disestablished, the area commander notifies CNO in order that the number may be deleted from the SNDL.

Example of Addresses

When you are addressing mail to a commissioned naval ship, except for those alternate addresses mentioned earlier, address in care of the appropriate FPO as shown in the SNDL. Mail for MSC Ships is addressed in care of an FPO in the same manner as for other commissioned naval vessels.

Commanding Officer
USS EVERETT F. LARSON (DD 830)
FPO San Francisco 96601

YN1 James M. Wilson
X Division
USS EVERETT F. LARSON (DD 830)
FPO San Francisco 96601

Officer in Charge
USS AFDL-1
FPO San Francisco 96601

Mail for mobile commands such as fleets, type commands, divisions, aircraft squadrons, and detachments of any of these commands is normally addressed in care of a fleet post office. However, some commands that are permanently or semipermanently based ashore in the United States or at an overseas location may, on request, be assigned a local address or Navy number. (Examples below.)

Commander Second Fleet
FPO New York 09501

RMC Alfred L. Fowler
Flag Allowance
Commander Second Fleet
FPO New York 09501

Commanding Officer
Patrol Squadron 44 (VP-44)
FPO New York 09501

ENS Isaac Greth
Staff, Commander Second Fleet
FPO New York 09501

Commander Carrier Division One
FPO San Francisco 96601

Commander Service Force
U.S. Atlantic Fleet
Norfolk, Va. 23511

Officer in Charge
WESTPACDET, Beach Jumper Unit One
FPO San Francisco 96601

The abbreviation USNS in front of a ship's name indicates that this ship is operated by the Military Sealift Command and is manned by civil service personnel. These ships are listed in Annex A of the SNDL Part 1. Their use of military postal facilities is authorized and mail is routed to them by Navy mail routing authorities. The only different between their address and that of a commissioned Navy ship is that official mail is addressed to the master instead of to the commanding officer.

Master
USNS Haiti (Y-AK 238)
FPO New York 09501

Mail for the military department aboard a ship such as this is addressed as follows:

Commanding Officer
Military Department
USNS Haiti (T-AK 238)
FPO New York 09501

When this ship is based at or is operating out of a United States port and mail service to the ship would be aided, the Commander Military Sealift Command may authorize the use of a local address. However, Navy mail routing authorities are not authorized to issue routing instructions for this mail. Local arrangements for the handling of mail should be made with the local postmaster.

Some shipping companies contract their ships out to the MSC. These ships aid in bringing supplies and fuel to our operating forces, and by so doing are authorized to use military postal facilities for delivery of unregistered first-class and airmail to the civilian merchant marine crews when the ship's movement is classified, or when the ships are proceeding under unclassified orders through areas served through military postal channels. The appropriate Service Force Commander or Area Mail Routing Authority is informed by the Commander Military Sealift Command immediately when a ship in this category is chartered and this authority is furnished movement information to permit routing of the mail. Navy number 09505 or 96605 should be utilized as appropriate as part of the address. Examples of the address to be used are:

Master USNS Suamico (T-AO 49)
FPO New York 09505

Mr. John Doe
USNS Suamico (T-AO 49)
FPO New York 09505

When the charter terminates the area mail routing authority is so advised and provided information about the company's agent or office, including the correct street address to which mail for the ship should be forwarded for a 60-day period, at which time it is deleted from the Mail Routing Guide.

For other examples of Navy addresses such as when addressing mail to Naval Attachés and missions, or for composite addresses for ships not yet commissioned, consult the SNDL or *Navy Postal Instructions,* chapter 12.

TRANSPORTATION OF MILITARY MAIL

Any mail, official or personal, domestic or international, which bears a military address or return address, and which at some time during transmission comes into custody of a military department is called military mail.

For transportation to, from, and between Armed Forces post offices, military mail is divided into the following categories:

- Airmail–includes lettermail, both official and personal, which is marked "Airmail."

- Air Parcel Post–Parcels and other items larger than regular letters, both official and personal, marked for airmail transportation.

- Military Official Mail–that official mail, both letters and parcels marked FIRST-CLASS, SPECIAL DELIVERY, SPECIAL HANDLING or MOM (Military Ordinary Mail).

- Space Available Mail (SAM)–Space available mail is that personal first-class letter mail, FREE mail as outlined in the Navy postal instructions, sound recorded communications having the character of personal correspondence, publications published at least once each week, and parcels marked SAM. As previously discussed in the chapter, the weight and size limitations of SAM parcels are dependent upon the office of origin of the parcel and whether adequate surface transportation is available along the route.

- Parcel Airlift Mail (PAL)–Includes parcels other than airmail not exceeding 30 pounds and not measuring in excess of 60 inches in length and girth combined, provided the sender of the parcel has paid a special fee of $1 in addition to the regular postage, addressed to or from an Armed Forces post office shall be separated from other mail of its class, flytagged "PAL", and dispatched in red mail sacks.

- Surface Mail–Surface mail includes mail not mentioned above.

Transportation Charges

The cost of transporting mail is borne by the USPS and the military departments concerned. Within and between the United States and its territories and possessions, charges for air transport are paid by the USPS. Postage collected from the mailer supports this cost. Any surface mail transportation charges are paid by the military departments when the mail is being transported beyond the continental limits of the United States. This is true also of airmail when it is being transported to a foreign destination.

The charges are over and above the postage collected from the mailer and are supported by funds of the military departments appropriated for logistic purposes.

Dispatching From NPO in United States

Within the United States territories and possessions, you will normally dispatch your outgoing mail in accordance with current instructions to the nearest civil or military post office. You should arrange for transportation to and from the local post office through your postal officer. When transportation is not available, such as when your ship is getting underway, you should make every effort to get the outgoing mail off the ship rather than hold it until you arrive at the next port. Usually there will be a ship close by that will dispatch your mail for you. Prepare the mail just as you normally would for dispatch and turn it over to the Postal Clerk or mail orderly on the accepting ship. Obtain a receipt for any registers you may have and also for ordinary mail. This will aid you in maintaining your records and in making up your quarterly statistical report. The NPC or mail orderly will then bill these out with registers from his own command. Do not turn over any loose uncanceled mail to the ship accepting your mail. Face, cancel, label, and tie out your mail as usual so that the accepting ship need not provide any service other than transportation to the local post office. Remember, you may be requested to extend the same courtesies at a later date. Navy Postal Clerks are NOT AUTHORIZED to deposit canceled outgoing mail in letter drop boxes provided for public convenience.

Dispatching Mail Overseas

In some foreign ports there are United States military postal facilities available for dispatch of your ship's mail. In ports where these facilities are not available, the use of foreign postal facilities is authorized for the dispatch of closed nonregistered mails. CNO establishes the criteria for Navy use of these facilities and for commercial transportation through mail routing authorities. Where regular or frequent use of such facilities is indicated, routing is authorized without further reference to CNO in accordance with Chapter 10 of the *Navy Postal Instructions.*

When a ship makes an unscheduled or emergency call at a foreign port and has been or will be without mail service for an unreasonable period, the closed mails may be dispatched following the consignment procedures stated in *U.S. Navy Postal Instructions* OpNav 2700.14 (current).

When your ship is deployed for an extended period, such as to the Sixth Fleet in the Mediterranean, you will receive on your arrival there instructions from the Fleet Mail Center, Naples, Italy, giving all the information needed for dispatching mail in any of the ports you will visit. On your arrival in any of these ports, you and a commissioned officer (preferably the postal officer) should visit the local airport or postmaster and obtain additional information from the post office or airline representative as to what airlines operate out of the airport, flight schedules, and any other data that will aid you in dispatching your mail. If a United States flag carrier operates out of the airport, you must give preference to that airline. In ports where there are two United States airlines represented, you must dispatch on an equitable basis between the two. However, do not go so far as to split shipments to even the load or to close out at unusual hours.

Any additional information which you have gleaned should be sent to the Fleet Mail Center. They will include it in their instructions and other ships will be able to benefit also.

You may also receive mail and dispatch mail while operating at sea. Depending on the type of ship you are on, you receive and dispatch mail by helo, hi-line, and/or COD (Carrier onboard delivery). If you are on a carrier, you will be involved in all three, but on a smaller ship you will only be concerned with helo and hi-line. The main concern here is accounting for the mail. Always obtain a receipt for the mail you dispatch and give one for the mail you receive. Use OPNAV Form 2700/9, Mail Manifest, for this purpose.

Air Transportation

In accordance with the Department of Defense policy, commercial airlines certificated to carry mail are used as much as possible. Military owned or controlled aircraft may not be used unless no scheduled air service is normally available, or when extraordinary volumes of airlift eligible mail require the utilization of available military aircraft to provide reasonable service or to meet a specific date of delivery. It may also be used to transport surface type mail if adequate surface transportation is not available for effecting delivery and commercial space available airlift is not adequate. Air transportation is provided to, from, and between Army, Navy, and Air Force post offices for the following types of mail:

- Airmail–over the entire route of travel on a first priority, space required basis.
- Military Official Mail–on a space required, basis.
- Space Available Mail (SAM)–on a space available basis, on scheduled United States air carriers.
- Parcel Airlift Mail (PAL)–on a space available basis, on scheduled United States air carriers.
- Surface mail–when it qualifies for airlift as outlined above.

Ocean Transportation

The Military Sealift Command (MSC) provides transportation for mail to be moved by ocean transportation other than fleet units. The facilities of the MSC include vessels controlled by MSC and space obtained in commercial vessels, including vessels of foreign registry. The type of vessel used to move military mail depends on which will assure the earliest delivery at destination.

Surface mail, when transported via sealift through the facilities of MSC, is manifested at gross weight. The *Navy Postal Instructions* chapter 11 gives the procedures for figuring gross weight.

Consignment to Agent or Carrier

Consignment of mail in the U.S. is not a problem because your outgoing is made up and delivered to the nearest civil or military post office. But overseas in a foreign country it's a different story. All airlift eligible mail must be documented and delivered for transmission as follows:

- When a U.S. commercial air carrier is utilized from point of dispatch to the United States, deliver all airlift eligible mail, including registered mail, direct to the U.S. carrier's agent. This is only when the agent is a U.S. citizen. If the agent is not a U.S. citizen you would hold your registered mail.
- When a foreign commercial air carrier is used from point of origination to an intermediate point for transfer to United States air carriers for further transmission to the United States, deliver airlift eligible mail, excluding registered mail, direct to the air carrier's agent.

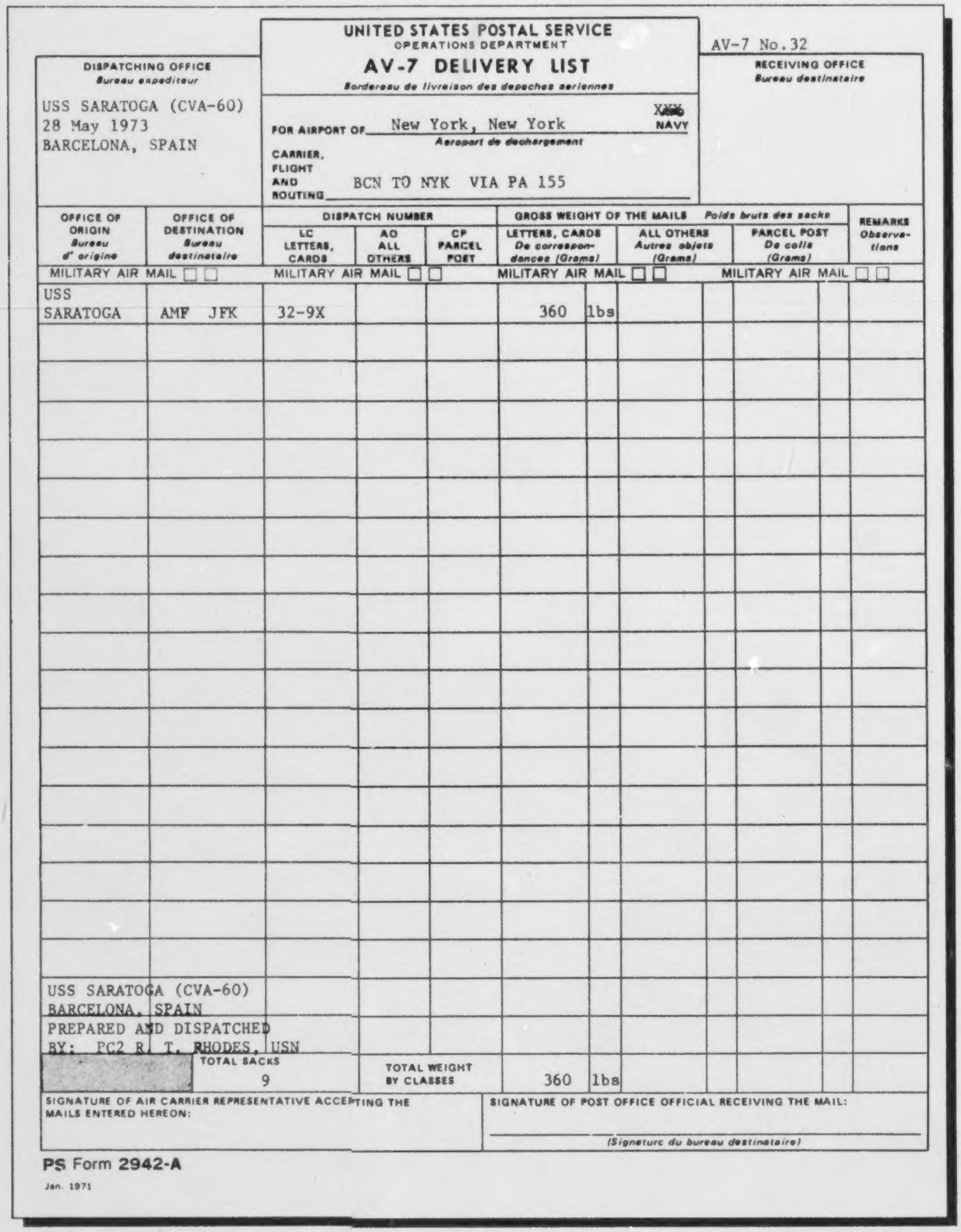
Whenever local regulations forbid delivery direct to the air carrier, deliver airlift eligible mail, excluding registered mail, to the local foreign post office for further delivery to the air carrier.

Whenever foreign commercial air carrier is to be used, care should be taken to ensure that letter mails and parcels are indicated separately on the manifest under columns captioned "LC" and "CP" respectively. This is done because charge for airlifting letters is approximately four times that of parcels. Additionally, a shipping tag on each pouch and the manifest must be endorsed to indicate the U.S. carrier to which consigned and the point of dispatch. Secure all pouches by lead seals or LA locks prior to delivery to a foreign post office or foreign air carrier.

Surface mails should be held pending arrival at the first port where a military post office or a MSC representative is located, except when outgoing surface mail dispatch would not be available for abnormal periods.

Documentation for Air Transport

After you have your airmail tied out, in pouches, weighed, and properly labeled, you are ready to prepare PS Form 2942-A (AV-7), Delivery List of Air Mail Dispatches. Figure 11-16 shows a properly completed AV-7. An



UNITED STATES POSTAL SERVICE
OPERATIONS DEPARTMENT
AV-7 DELIVERY LIST
Bordereau de livraison des depeches aeriennes

AV-7 No. 32

DISPATCHING OFFICE *Bureau expediteur*
USS SARATOGA (CVA-60)
28 May 1973
BARCELONA, SPAIN

RECEIVING OFFICE *Bureau destinataire*

FOR AIRPORT OF New York, New York XXX NAVY
Aeroport de dechargement

CARRIER, FLIGHT AND ROUTING BCN TO NYK VIA PA 155

OFFICE OF ORIGIN *Bureau d' origine*	OFFICE OF DESTINATION *Bureau destinataire*	DISPATCH NUMBER			GROSS WEIGHT OF THE MAILS *Poids bruts des sacks*			REMARKS *Observations*
		LC LETTERS, CARDS	AO ALL OTHERS	CP PARCEL POST	LETTERS, CARDS *De correspondances (Grams)*	ALL OTHERS *Autres objets (Grams)*	PARCEL POST *De colis (Grams)*	
MILITARY AIR MAIL ☐ ☐		MILITARY AIR MAIL ☐ ☐			MILITARY AIR MAIL ☐ ☐		MILITARY AIR MAIL ☐ ☐	
USS SARATOGA	AMF JFK	32-9X			360 lbs			
USS SARATOGA (CVA-60) BARCELONA, SPAIN PREPARED AND DISPATCHED BY: PC2 R. T. RHODES, USN								
	TOTAL SACKS 9		TOTAL WEIGHT BY CLASSES		360 lbs			

SIGNATURE OF AIR CARRIER REPRESENTATIVE ACCEPTING THE MAILS ENTERED HEREON:

SIGNATURE OF POST OFFICE OFFICIAL RECEIVING THE MAIL:
(Signaturc du bureau destinataire)

PS Form 2942-A
Jan. 1971

60.71

Figure 11-16.—Form 2942A (AV-7).

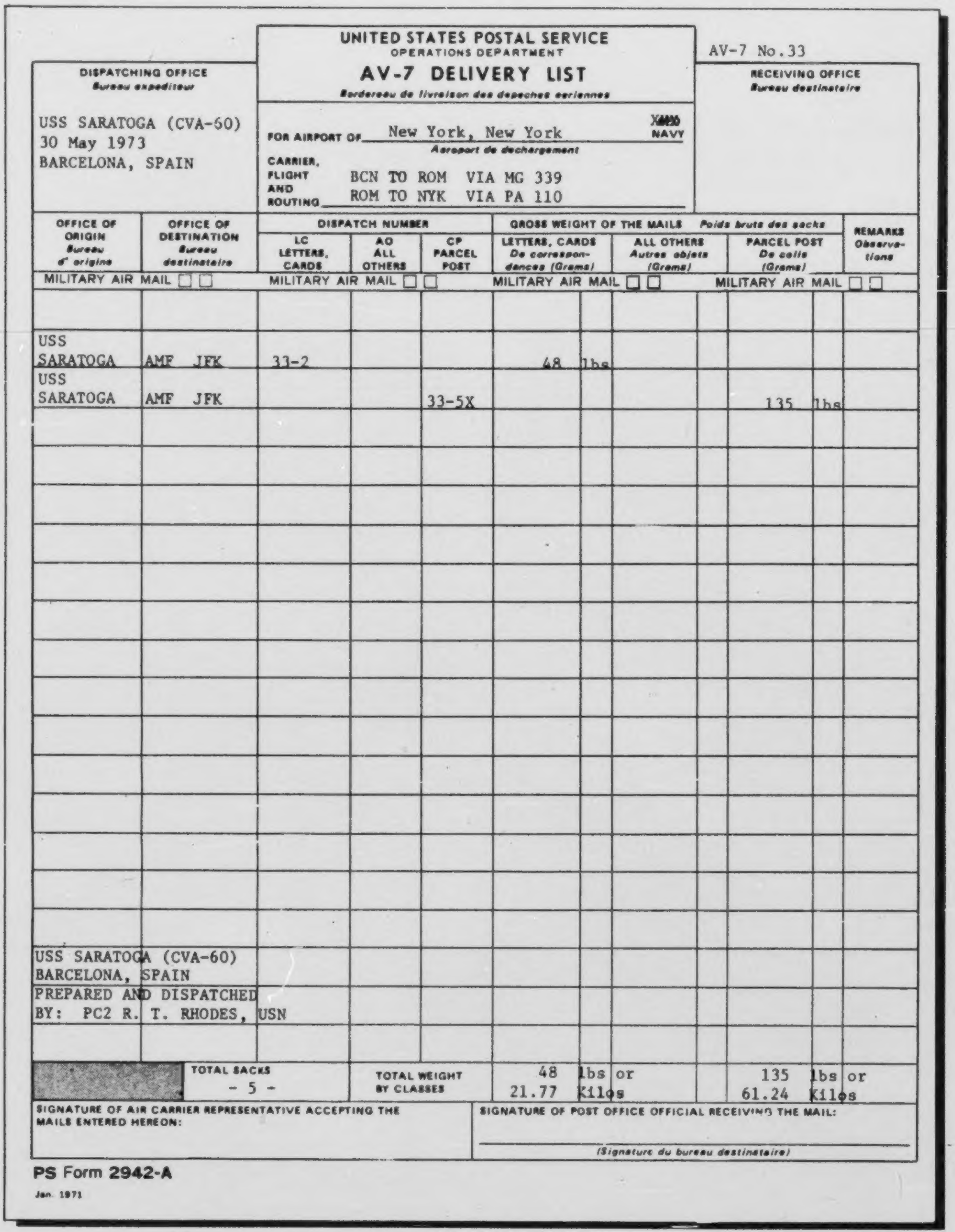
original and six copies are made of this form plus any additional copies required locally. This is to provide copies to the air carrier (original and 4 copies), one legible signed copy for the USPS (which will reimburse the carrier), and one signed for your files. The PS copy for all NPOs is sent to the Foreman-IAMRU, Airport Mail Facility, Dulles International Airport, Washington, D.C. 20041. Envelopes forwarding AV-7 forms to this address should bear a notation in the lower left corner of "FORMS AV-7".

Your first step in preparing the AV-7 is to fill in the name of your ship or unit, the date of dispatch, and the geographic location of the on-loading station. Do not confuse this with the location of your ship. Your ship could be 10 or 20 miles from the airport. The term onloading station means the airport where the mail will actually be loaded aboard the plane. All this information and the dispatch number is typed in the space provided in the upper left corner of the form. The dispatch number begins with the first dispatch of mail during the calendar year. The series of consecutive numbers will recommence each new calendar year. To the right of this data on the line marked "For airport of," insert the name of the airport where the mail will be offloaded. This may or may not be the final destination. It may be where another carrier or the USPS provides onward transportation. On the same line cross out APO or Navy as appropriate. If the carrier, flight, and routing are known, insert this information on the line provided. If you do not have this information, request the carrier's representative to fill in the line on all copies and provide you with the information, as the copy you send to AMF Dulles must be complete.

On the first line of the manifest will appear either Military AM or Military Ordinary Mail. These may be added to or crossed out (for example you might add SAM, PAL, REG, or MOM). Separate forms must be used for each type of mail. The purpose of this is for documentation to carriers as to amounts the Army, Navy, and Air Force reimburse the USPS. Any mail destined for an NPO plus that mail destined for the United States originating at an NPO is defined as Navy mail. For the same purpose, all mail destined for an APO plus the mail destined for the United States originating at an APO is defined as APO MAIL. Separate AV-7 forms are used for each of these types of mail. Separate forms must also be used for registered mail.

In the first column under office of origin, enter the name of your ship or unit, and in the next column the post office destination. In the column labeled Dispatch Number under "letter, cards," fill in the dispatch number and series. The dispatch numbers and series number are made up locally by you. Number your dispatches consecutively, starting with No. 1 each new calendar year, and serialize each sack or pouch. For example, if your first dispatch of the new year consists of 3 bags, they would be numbered as follows: 1-1, 1-2, and 1-3X. The letter X is used to denote the last bag of the dispatch to simplify counting while loading or unloading the plane. This way you can tell how many bags are manifested without actually seeing the manifest. The number of the calendar day of the year may be used in addition to the dispatch number if desired; however any reference made to the dispatch must include the date, so this is not mandatory. Round off to the nearest pound, the gross weight of all mail and enter this figure in the "letters, cards" section of the gross weight column. When air parcel post is being dispatched and an American carrier is being used you can include the gross weight of the air parcel post along with the letter's and card's weight. If a foreign carrier is being used, you must keep the two weights separate. List the air parcel posts dispatch number and series under the CP column and the gross weight rounded off to the nearest pound under the parcel post column. See figure 11-17.

Total all weights at the bottom of the column in the space provided on Form AV-7. When in an overseas area and the local foreign postal officials may handle or see your AV-7's, make sure you list the total weights in kilograms (KG) as well as pounds. See figure 11-18. After all your outgoing mail has been listed, type in the name of your ship or unit and the location at the bottom of the form, in the lower left corner. Note that this time it should be the location of your ship, not the point of dispatch. Under this type in your name and rate. If you know the name of the representative who will accept your dispatch, type this information in the space provided and have him sign all copies.



UNITED STATES POSTAL SERVICE
OPERATIONS DEPARTMENT
AV-7 DELIVERY LIST
Bordereau de livraison des depeches aeriennes

AV-7 No.33

DISPATCHING OFFICE *Bureau expediteur*
USS SARATOGA (CVA-60)
30 May 1973
BARCELONA, SPAIN

RECEIVING OFFICE *Bureau destinataire*

FOR AIRPORT OF New York, New York NAVY
Aeroport de dechargement

CARRIER, FLIGHT AND ROUTING BCN TO ROM VIA MG 339
ROM TO NYK VIA PA 110

OFFICE OF ORIGIN *Bureau d' origine*	OFFICE OF DESTINATION *Bureau destinataire*	DISPATCH NUMBER LC LETTERS, CARDS	AO ALL OTHERS	CP PARCEL POST	GROSS WEIGHT OF THE MAILS *Poids bruts des sacks* LETTERS, CARDS *De correspondances (Grams)*		ALL OTHERS *Autres objets (Grams)*		PARCEL POST *De colis (Grams)*		REMARKS *Observations*
MILITARY AIR MAIL ☐ ☐		MILITARY AIR MAIL ☐ ☐			MILITARY AIR MAIL ☐ ☐				MILITARY AIR MAIL ☐ ☐		
USS SARATOGA	AMF JFK	33-2			48	lbs					
USS SARATOGA	AMF JFK			33-5X					135	lbs	
USS SARATOGA (CVA-60) BARCELONA, SPAIN											
PREPARED AND DISPATCHED BY: PC2 R. T. RHODES, USN											
	TOTAL SACKS - 5 -		TOTAL WEIGHT BY CLASSES		48 21.77	lbs or Kilos			135 61.24	lbs or Kilos	

SIGNATURE OF AIR CARRIER REPRESENTATIVE ACCEPTING THE MAILS ENTERED HEREON:

SIGNATURE OF POST OFFICE OFFICIAL RECEIVING THE MAIL:
(Signature du bureau destinataire)

PS Form **2942-A**
Jan. 1971

60.71

Figure 11-17.—Completed AV-7 using 2 airlines.

OUNCES	KILOS	POUNDS	KILOS
1	0.028	4	1.814
2	.057	5	2.268
3	.085	6	2.722
4	.113	7	3.175
5	.142	8	3.629
6	.170	9	4.082
7	.198	10	4.536
8	.227	20	9.071
9	.255	30	13.608
10	.283	40	18.144
11	.312	50	22.680
12	.340	60	27.215
13	.368	70	31.751
14	.397	80	36.287
15	.425	90	40.823
POUNDS		100	45.359
1	.454	110	49.895
2	.907	120	54.431
3	1.361	130	58.967
			60.72

Figure 11-18.—Conversion table for ounces and pounds to kilograms.

Military Air Transport

Mail that is transported by military aircraft is documented in accordance with instructions applicable for the carrier, and in such manner that the shipment can be readily identified and traced. Each pouch of registered mail must be listed to show the lock and rotary number or sack jacket number. A DD Form 1384 Transportation Control and Movement Document is used to manifest mail being sent by Military Airlift Command (MAC). It should be prepared in accordance with the instructions outlined in *Milstamp Operating Handbook*, NavSup Publication 422, current edition. The *Postal Clerk 1 & C* manual also contains information and illustrations of this.

SECURITY FOR DISPATCHED UNITED STATES MAIL

U.S. mail must be given the highest degree of protection at all times. Security of the mails and the protection of postal effects is a responsibility of command. Mail consigned for transmission must always be delivered into the hands of a responsible postal agency, military or commercial carrier, or the authorized agents thereof, who can make reasonable guarantees of onward transmission to achieve ultimate delivery as intended. Mail must never be abandoned to haphazard or makeshift means of transmission. You as a Navy Postal Clerk must be fully aware of this and ensure that everything possible is being done to uphold this regulation. If you cannot be assured that the proper care will be given, and security regulations met, the mail should not be dispatched, or if it has already been dispatched, it should be withdrawn.

Classified Matter

By executive order it is permissible to transmit Secret and Confidential matter via U.S. mail outside the continental limits of the United States and Canada, provided it does not pass through foreign postal facilities other than Canadian.

All mail of these classifications being transmitted to an APO or FPO address must be registered, and if the mail is being transmitted to a geographic address in Canada it must bear a return receipt, (PS Form 3811). Closed registered mail pouches being transported through Canadian postal facilities addressed to an APO or FPO address are not required to bear the return receipt. All official registered mail must be assumed to contain classified material and therefore accorded the best possible security. Outside the continental limits of the United States or Canada it must never be allowed to pass out of United States citizen control.

The mailer is responsible for determining the need for registration. You may advise him in this respect if necessary.

Custody of Registered Mail

Because registered mail must be presumed to contain classified information all registered mail must be given the same care. Official and personal registered mail are pouched together. In order to provide the security required for classified information military commanders overseas arrange with United States flag carriers to have only their United States citizen employees handle registered mail. They have the responsibility of providing the proper custody and security measures required for classified information. All incoming and outgoing registered mail is accepted by them and held until United States citizen military postal personnel can accept delivery or until dispatch is made to the plane. Where a United States citizen employee of the airline is not present, United States citizen military postal personnel must meet the incoming plane and take custody of the mail at the plane, or if this is not possible, the mail should be kept under surveillance until custody is obtained. Some ports overseas have no military post office facilities nearby. When in these ports, and mail service is provided by commercial airlines, you will be given sufficient advance notice of incoming flights to allow you to meet the plane and accept delivery of mail for your ship and any other ship scheduled to arrive. You should be at the airport at least 1 hour prior to the scheduled arrival or departure time to allow for unforeseen schedule changes. Stay with, or maintain surveillance of, outgoing mail until it is actually loaded aboard the plane. If necessary, supervise the loading and then observe the aircraft until it is airborne. In some ports if you do not attempt to take delivery of the incoming mail at the aircraft it will be processed through customs, causing a loss of delivery time, inconvenience to you, and a loss of a certain amount of security if there is registered mail aboard.

Have your AV-7 Forms for your outgoing mail completed and mail ready to load aboard the aircraft. When there are no United States citizen employees at the terminal, dispatch the mail directly to the plane. This way the mail remains in United States Government control as required by *U.S. Navy Postal Regulations*.

CHAPTER 12

INCOMING MAIL

You as a Navy Postal Clerk are dealing with that intangible but very important factor in military life, morale. Mail contributes as much to the morale of the Armed Forces as any other single factor.

Mail from home is important to your shipmates not only because it renews their contact with family and friends; often it is of great legal or financial significance. You never know when a letter may carry a document or an item of information that will profoundly affect the affairs of the recipient. Therefore, every letter must be handled as if it were of the utmost importance.

Working in the post office will make you aware also that the mails are being used increasingly in the logistic support of the operating forces. Naval supply commands forward high priority parts by airmail for ships and aircraft all over the world. And always there is the official correspondence so vital to the accomplishment of the mission and the well-being of all the ship's company.

All of these considerations serve to focus our attention on the handling of incoming mail as one of the most important functions the Navy post office performs.

This chapter covers the arrival of the mail, the records and logs that are necessary, procedures for handling the mail, and the disposition of surplus containers and locks.

ARRIVAL OF MAIL

At most Navy shore stations located in the States, the branch civilian post office of the local city post office will handle the incoming mail. Your duties, if your assistance is needed, consist mainly of operating a Navy directory service section, and assisting the civilian postal personnel in the delivery of the incoming mail to units and commands.

At foreign stations overseas, you will handle all the incoming mail. If there is a terminal post office (TNPO) in the area, you will be required to pick up the mail there at the time the TNPO prescribes. If there is no TNPO, you may receive the mail from a commercial air carrier, commercial ship carriers, or a military carrier. Usually mail is received from a military carrier only in areas not serviced by a commercial carrier. In some very remote areas an activity may be serviced by the local railroad or some other available means.

If you are aboard ship and are in a United States port of call, you will pick your mail up at the local civil post office. If your ship is in a foreign port, mail is usually received through the nearest NPO/APO. If there is no U.S. military post office in the area, you will receive your incoming mail as directed by area regulations.

If your ship is at sea you may receive mail by Hi-Line, Helo, or COD (Carrier Onboard Delivery). Hi-Line is the oldest and most common type of transferring articles from one ship to another and may be referred to as underway replenishment. Many ships carry their own Helos and many more have landing platforms for them. The COD brings cargo, mail, and passengers to the aircraft carrier, some of which will be for the ships traveling with the carrier. The carrier in turn transfers cargo, mail and/or passengers to the ships with her by Helo or Hi-Line. At the same time the ships in company with the carrier send her their outgoing mail, cargo, and/or passengers, to be put aboard the COD and sent to the beach for further transfer.

Reports A Postal Clerk Needs

Prior to entering a port of call, a U.S. Naval vessel sends a LOGREQ. A LOGREQ states the logistic requirements which are needed by the ship upon its arrival, i.e., requirements for the loading or off-loading of cargo, stores, fuel, and mail. LOGREQ's may be sent by speedletter or message. When sent by speedletter, LOGREQ's must arrive at the port of call three working days in advance of the ship and if by message, 48 hours in advance of the ship. Inform the Postal Officer what your requirements for incoming and outgoing mail will be, so he can make sure it gets into the LOGREQ.

When your ship departs a port, prior to leaving, your command sends a movement report stating time of departure, destination, route, speed, and any other information that may be required by the area commander. This movement report also serves as a mail routing change, so that mail can be sent to your next port of call.

You should make sure that you get a copy of these two reports; if you are not getting copies of them, inform your postal officer so you can be put on the routing of these two reports permanently.

As your ship proceeds from one foreign port to another, you may be called upon to carry mail for other ships in the area. If your ship is delivering such mail, make sure this information is included in your LOGREQ. Include the kind of mail you have, how much, and the names of the receiving ships. Also check to ensure that the ships concerned are info addressees on your LOGREQ, so they will know your time of arrival and the amount and class of mail you have for them.

RECORDS AND LOGS

The maintenance of your postal records and logs is a very important phase in the operation of any post office, large or small. These records are necessary to determine the adequacy of mail service and to assist in cases of complaints. They must be readily available during postal inspections.

A record of all incoming mail at your office should be kept. The standard Navy record log book with columns for appropriate entries is the easiest log to maintain and should be retained for six months after the last entry. The following is an example of the standard navy incoming mail log:

OFFICE OF ORIGIN	CLASS	NO.	WT.	SERIES	RECEIVED FROM
NPO 09525	AM/FC	3	84	09-3x	ATHENS AIRPORT

If you compile the above information daily, you will have a record of the weight and classes of mail handled which is required by your Quarterly statistical report.

As you remove the strip labels from the slides on the incoming mail sacks, be sure to initial and postmark the back side of the strip label. If the volume of incoming mail warrants, individual labels need not be postmarked, provided they are filed in compartments, envelopes, or other containers bearing date of receipt. Keep these strip labels on file for 30 days. Also by checking these strip labels against your incoming manifests you can tell if you have received the right amount and class of mail. Copies of incoming mail manifests must be retained on file by a post office for two years.

When striping the labels from registered pouches, make sure they are carefully protected until all contents of the pouch have been verified against the manifold bill. If there are no discrepancies of the contents of the pouch, destroy the strip label before you open the next registered pouch. This will prevent you from getting strip labels mixed up if there happens to be a discrepancy. Discrepancies found in registered mail are handled as outlined in chapter 6 of this manual.

The facing slips from your incoming letters are another form of record. If you keep all of your incoming facing slips for a period of 30 days, you can check the transit time from time of dispatch until time of receipt at your office.

Always check pouches and sacks of incoming mail to see that they have not been tampered with while in transit. All mail bags received overseas are secured by locks or lead seals. Check to be certain that each bag is properly sealed or locked, and that there are no holes or rips in the bags or pouches. Registered pouches should be checked as outlined in chapter 6 of this manual.

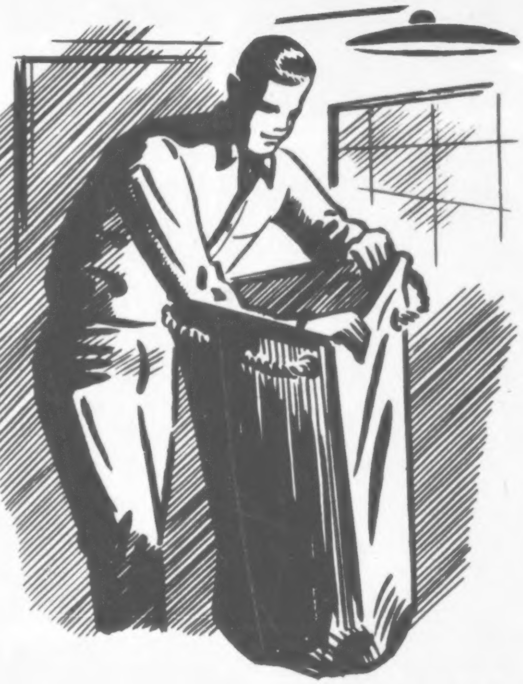
Any irregularities should be noted on all copies of the incoming manifest. By comparing the series of the bags or the registry lock numbers with the manifests, you can determine if there is a shortage in the shipment. Report all shortages immediately to the office from which the dispatch was made. Should there be any indication of depredation, inform the postal officer immediately, and make a report to the Chief of Naval Operations (Postal Affairs Branch) and the dispatching agency immediately in accordance with OPNAVINST 2700.14 (current). If a commercial airline is involved, and there is evidence that the airline is at fault, complete PS Form 2759.

Opening Pouches and Sacks

Whenever possible have a witness present when you open pouches and sacks. Registered mail should be processed first, followed by other mail according to priority. Be careful to have only one registered pouch open at a time. Articles found loose in the mail should be identified insofar as possible by checking the package wrappings. If positive identification is not possible, treat such mail in accordance with the handling procedures outlined in Chapter 13 of this rate training manual. Wrappers found without contents are discussed later in this chapter.

If you are unable to open a rotary or LA lock, with whatever keys are available, do not cut the staple or lock shackle. In emergency cases where mail pouches cannot be opened in the normal manner, cut the side seam beginning about six inches from the bottom of the pouch and extending upward as necessary to remove the mail, but not closer than six inches from the neck. Do not cut the neck strap or staple. The contents of mail sacks are removed under emergency conditions by cutting the lacing cord of the sack. The opening of mail pouches or sacks, which cannot be opened in the normal manner or as described above, is prohibited. Mail bags, including locks and cord fasteners, which have been made unserviceable by emergency entry, should be packed and forwarded in accordance with instructions outlined in Part 581 of the Postal Service Manual.

Check each pouch and sack to determine that all mail has been removed. Merely shaking a bag or pouch is not a sufficient examination. Hold the pouch or sack and look inside to be sure that all mail has been removed (see figure 12-1).



60.74

Figure 12-1.—Checking a mail bag to see that all mail has been removed.

As you sort the mail, check to see that it is all intended for your post office. All airmail and first class mail which was intended for another activity and received in your mail should be dispatched with a facing slip attached and postmarked showing date received, date forwarded, and indicate that your post office received the missent mail.

All other ordinary mail is postmarked on the address side and forwarded according to its class by the next available dispatch. However, first-day covers, other philatelic mail, and circulars and samples mailed at the third class bulk rate are forwarded without being postmarked.

Registered mail not intended for your post office is endorsed "missent" on the address side and postmarked in the usual manner on the reverse side. This is done only with registered mail.

Delayed and Irregular Airmail

Any air carrier who has irregularities in handling mail or mail equipment must be reported. These irregularities must be reported by the first Postal Clerk that discovers the mishandling. Complete details should be reported with PS Form 2759 (fig. 12-1), prepared in triplicate.

When reporting irregularities, copies will be distributed if possible at the close of each day. Send original and first copy to the contracting officer having jurisdiction over the reporting unit; send second copy to the contractor; and retain the third copy in your files. For any additional information, consult the Postal Service Manual Part 523.

Irregularities which should be reported include: refused, removed in error, loaded in error, failed to load, not transferred, carried by, delayed delivery, and damage, including weather damage due to negligence on the part of the carrier, or other irregularity requiring remedial action. Do not prepare forms to cover delays caused by weather conditions, unless it is negligence. As you can see on the form in figure 12-2, it is necessary to furnish all the data that is required. If the accuracy or completeness of the facts is uncertain, get additional information from the local representative of the carrier involved. When PS Form 2759 is prepared to report handlings "Loaded in Error", the air stop postal unit must reproduce on the Form 2579 the coding shown on the related pouch label. The coding is shown under the heading "Explanation of Mishandling and Cause, if known." Irregularities resulting from incorrect handling are also reported. To ensure proper evaluation of the report, check box "1st Class by Air."

Damaged Parcel Post

If a damaged parcel is received from a carrier without endorsement to indicate that damage has been noted previously, assume that the damage occurred while in the custody of the carrier. Submit PS 5257, Report of Damaged Parcel Post (fig. 12-3), and make required entries. To avoid misunderstanding as to responsibility, do not accept a damaged parcel from a carrier without pointing out the damage to the carrier's employee. If conditions or practices exist which might lead to damage of mail, make a written report to the accountable postmaster.

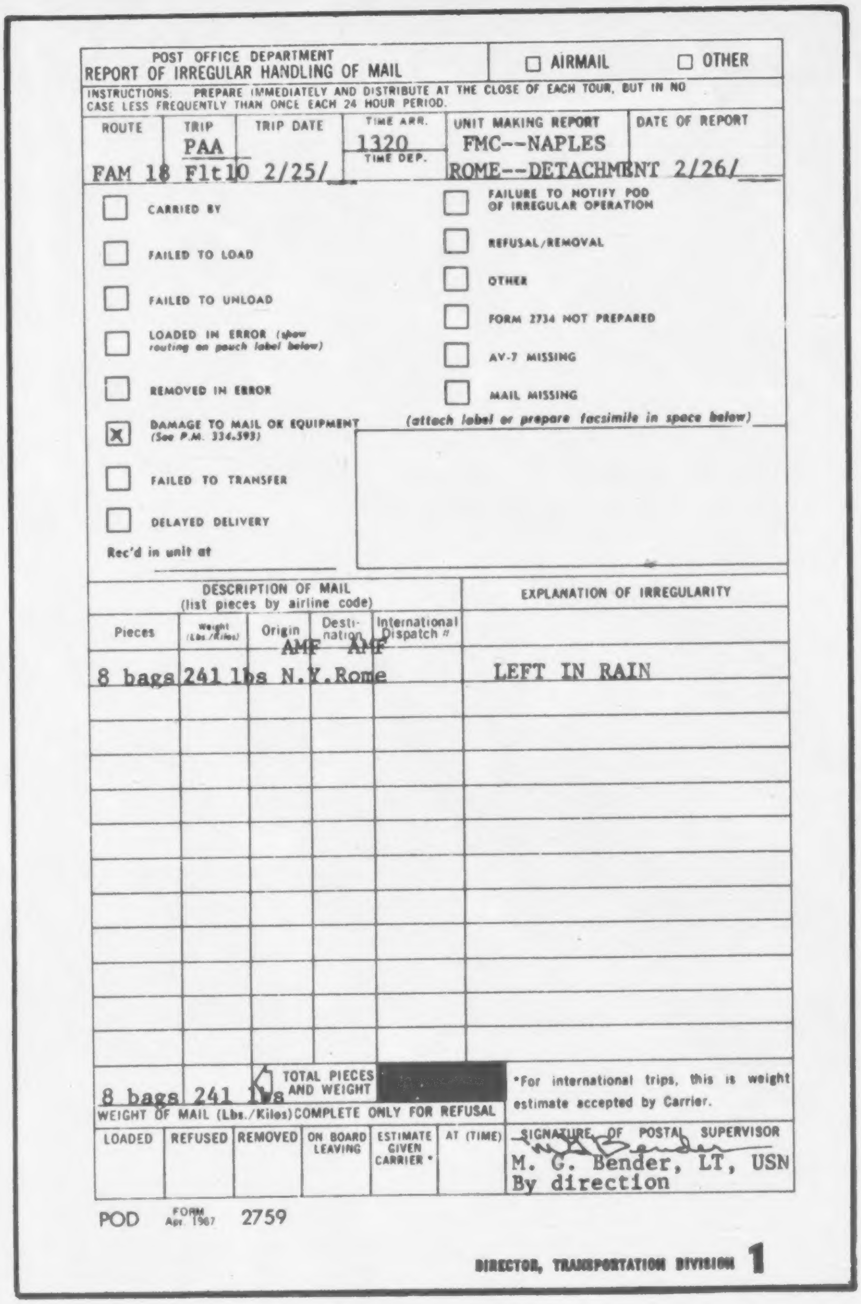
Rifled parcels or attempted riflings of a parcel, except registered, must be reported on PS Form 673 (fig. 14-9). A report should be made whether the parcel is partially or completely devoid of contents, or the contents appear intact. Be sure to distinguish which parcels were damaged in handling; detailed instructions are given on the form.

Complete Form 673 in quadruplicate and forward immediately to the Postal Inspector in Charge, U.S. Postal Service, New York, N.Y., 10001. Include the wrapper or carton of the rifled parcel. If the parcel is totally devoid of contents, include the sack or pouch label when it is known which particular bag the parcel came from.

Parcels partially devoid of contents, or parcels with contents apparently intact but showing attempted rifling, should be repaired, sealed, and endorsed using PS Label 21 (see fig. 6-11), and forwarded in the first available dispatch to the addressee.

When the wrappings of domestic parcels are found separated, except registered, and the separation appears to be the result of handling rather than depredation, complete PS Form 3760 (see fig. 14-10). However, the form need not be prepared if you can determine from the addressee that loose articles on hand definitely belong to a particular wrapper.

If the contents cannot be identified, send PS Form 3760 with the address portion of the wrapper or container to the sender. If the parcel originated in a foreign country, complete Form 3760 and send the form along with the wrapper or container to addressee. After the Form 3760 is completed by the sender or the addressee, and returned to you, make a search for the contents of the parcel. Send the recovered articles with the wrapper to the addressee unless the sender directs other disposition. Make a note of the results of the search on the form, and return it to the sender as a final report. If the articles are not found or accounted for, treat the wrapper as waste paper unless claim for indemnity or complaint has been filed, or an investigation is pending, in which case preserve the wrapper until final action is taken.



POST OFFICE DEPARTMENT
REPORT OF IRREGULAR HANDLING OF MAIL

☐ AIRMAIL ☐ OTHER

INSTRUCTIONS: PREPARE IMMEDIATELY AND DISTRIBUTE AT THE CLOSE OF EACH TOUR, BUT IN NO CASE LESS FREQUENTLY THAN ONCE EACH 24 HOUR PERIOD.

ROUTE	TRIP	TRIP DATE	TIME ARR. / TIME DEP.	UNIT MAKING REPORT	DATE OF REPORT
FAM 18	PAA Flt10	2/25/__	1320	FMC--NAPLES ROME--DETACHMENT	2/26/__

☐ CARRIED BY
☐ FAILED TO LOAD
☐ FAILED TO UNLOAD
☐ LOADED IN ERROR (*show routing on pouch label below*)
☐ REMOVED IN ERROR
☒ DAMAGE TO MAIL OR EQUIPMENT (*See P.M. 334.593*)
☐ FAILED TO TRANSFER
☐ DELAYED DELIVERY
Rec'd in unit at ____________

☐ FAILURE TO NOTIFY POD OF IRREGULAR OPERATION
☐ REFUSAL/REMOVAL
☐ OTHER
☐ FORM 2734 NOT PREPARED
☐ AV-7 MISSING
☐ MAIL MISSING

(attach label or prepare facsimile in space below)

DESCRIPTION OF MAIL (list pieces by airline code)					EXPLANATION OF IRREGULARITY
Pieces	Weight (Lbs./Kilos)	Origin	Destination	International Dispatch *	
8 bags	241 lbs	AMF N.Y.	AMF Rome		LEFT IN RAIN
8 bags	241 lbs	TOTAL PIECES AND WEIGHT		[redacted]	*For international trips, this is weight estimate accepted by Carrier.

WEIGHT OF MAIL (Lbs./Kilos) COMPLETE ONLY FOR REFUSAL

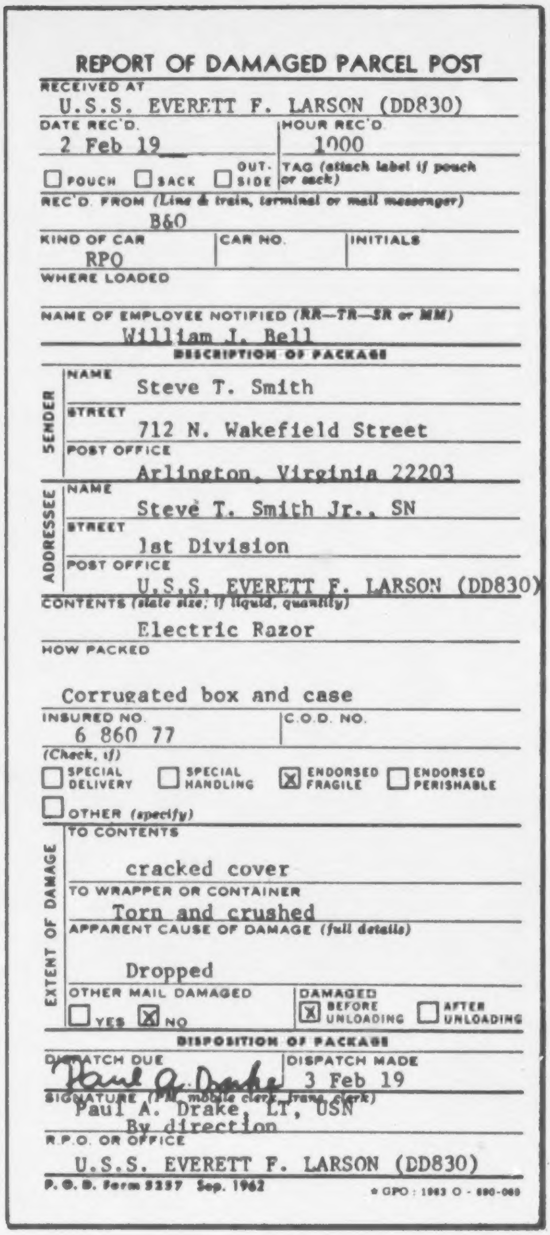
LOADED	REFUSED	REMOVED	ON BOARD LEAVING	ESTIMATE GIVEN CARRIER *	AT (TIME)	SIGNATURE OF POSTAL SUPERVISOR
						M. G. Bender M. G. Bender, LT, USN By direction

POD FORM Apr. 1967 2759

DIRECTOR, TRANSPORTATION DIVISION 1

60.75

Figure 12-2.–PS Form 2759, report of irregular handling of airmail.



REPORT OF DAMAGED PARCEL POST

RECEIVED AT U.S.S. EVERETT F. LARSON (DD830)

DATE REC'D. 2 Feb 19__

HOUR REC'D 1000

☐ POUCH ☐ SACK ☐ OUT-SIDE

TAG (attach label if pouch or sack)

REC'D. FROM (Line & train, terminal or mail messenger) B&O

KIND OF CAR RPO

CAR NO.

INITIALS

WHERE LOADED

NAME OF EMPLOYEE NOTIFIED (RR—TR—SR or MM) William J. Bell

DESCRIPTION OF PACKAGE

SENDER

NAME Steve T. Smith

STREET 712 N. Wakefield Street

POST OFFICE Arlington, Virginia 22203

ADDRESSEE

NAME Steve T. Smith Jr., SN

STREET 1st Division

POST OFFICE U.S.S. EVERETT F. LARSON (DD830)

CONTENTS (state size; if liquid, quantity) Electric Razor

HOW PACKED Corrugated box and case

INSURED NO. 6 860 77

C.O.D. NO.

(Check, if)

☐ SPECIAL DELIVERY ☐ SPECIAL HANDLING ☒ ENDORSED FRAGILE ☐ ENDORSED PERISHABLE

☐ OTHER (specify)

EXTENT OF DAMAGE

TO CONTENTS cracked cover

TO WRAPPER OR CONTAINER Torn and crushed

APPARENT CAUSE OF DAMAGE (full details) Dropped

OTHER MAIL DAMAGED ☐ YES ☒ NO

DAMAGED ☒ BEFORE UNLOADING ☐ AFTER UNLOADING

DISPOSITION OF PACKAGE

DISPATCH DUE

DISPATCH MADE 3 Feb 19

Paul A. Drake

SIGNATURE (PM, mobile clerk, trans. clerk) Paul A. Drake, LT, USN
By direction

R.P.O. OR OFFICE U.S.S. EVERETT F. LARSON (DD830)

P. O. D. Form 5257 Sep. 1962

GPO : 1963 O - 690-060

60.76

Figure 12-3.—PS Form 5257, report of damaged parcel post.

Incoming Registers

When opening a pouch containing registered mail, you will have less chance of making an error if you follow these procedures:

Open one pouch at a time to cut down the chances of error to prevent mixing registers from two different pouches.

Check the serial and rotary number of the lock against the numbers listed on the manifold bill.

Check the number of each registered article against the manifold bill.

Note the condition of each article, (see Part 161 of the Postal Service Manual).

Backstamp each registered article immediately, being careful not to obscure the postmark of the mailing office.

Fill out PS Form 3849 or PS Form 3877 as appropriate and forward to the addressee.

Place registered articles in the registry safe or post office safe until delivery can be made. Always get a signed receipt for each registered article you deliver.

When opening registered pouches and you find a discrepancy, follow the procedures outlined in chapter 6 of this rate training manual.

Certified and First-Class Mail

As you sort the first class mail, watch for certified mail, postage due mail, misplaced registered mail, and missent mail. Handling of missent mail was discussed earlier in this chapter. The handling of registered mail found in the ordinary mail is outlined in Postal Service Manual Part 161. After you have completed your sorting of the incoming mail and have laid your certified mail to one side, you are ready to effect delivery. Delivery of certified mail is handled in the same manner as numered insured (see chapter 7). No record of receipt or delivery is required for individual special delivery or ordinary mail. Postage due mail is discussed later in this chapter.

Incoming Parcels

Insured parcels are dispatched with ordinary parcels; when you sort them, be sure you separate them. You are not required to separate the minimum fee insured parcels, which are unnumbered; they are delivered the same as ordinary mail.

After you have separated all the incoming parcels, check all numbered insured parcels for restricted delivery and for a return receipt endorsement. After you have completed this, fill out a PS Form 3849 for each numbered insured parcel (fig. 7-7) and effect delivery as discussed in chapter 7.

Restricted Delivery

Only registered, certified, and numbered insured mail may be sent as restricted delivery. The sender at the time of mailing may direct the article be delivered only to the addressee or to someone named by him in writing. This service is available only for articles addressed to persons specified by name. An additional fee is required for this service. The article should be endorsed "Deliver to Addressee Only" or "Deliver to Addressee on Order". Other markings, such as "Personal", are not to be considered as indicating restricted delivery service.

Restricted delivery mail addressed to a commanding officer by official title may be delivered to an authorized agent named by him in writing.

Mail orderlies may not deliver restricted delivery mail, except with the written request of the addressee.

Collect On Delivery Mail

United States civil post offices are not authorized to accept personal C.O.D. mail addressed to a Military post office, unless it is a branch post office of a local civil post office located aboard a Military base in CONUS. If you inadvertently receive COD articles you should deliver them. Instructions and forms required for delivery are contained in Part 163, of the Postal Service Manual.

Short-Paid Mail

When a piece of mail reaches your office without the postage having been fully prepaid at the time of mailing, you must collect the required amount of postage due. Notify the addressee of postage-due mail on PS Form 3907, Notice to Call at Window. When the addressee arrives at your window, and agrees to accept the Postage-due article, you are required to receive the amount due in cash, affix postage-due stamps to the article, and immediately cancel them. If the addressee refuses to accept the article or to pay the deficient postage, and it has a return address, return it to the sender for payment of the deficient postage and any forwarding postage that may also be required. When no return address is available, forward short-paid mail to the Dead Letter Office for disposition.

Most of the short-paid mail received at your office will already have been endorsed to show the amount of postage to be collected. If you believe a letter or parcel requires additional postage, weigh it; if a deficiency exists, endorse it POSTAGE DUE, showing the amount to be collected.

If an article arrives without any postage having been prepaid, you should collect the full amount. Credit the patron with one full rate of postage, when it is apparent that stamps have come off a piece of mail. The cancellation mark and traces of mucilage should enable you to determine whether an article originally carried postage. If you are out of postage-due stamps, collect the money from the patron, affix an ordinary stamp to the article, cancel the stamp, and deliver the article to the patron.

Customs Charges

Articles of foreign origin may be subject to customs charges. These charges are collected only when your ship or station is located in an area where the United States has customs jurisdiction (the 50 states, District of Columbia, and Puerto Rico). If your ship is in foreign waters, or if you are at a shore station located in a foreign country, make no collections even though a charge has been assessed. Endorse the customs form "Delivered outside customs jurisdiction of the U. S." and return the form to the accountable postmaster.

Articles with customs charges assessed will be endorsed prior to arrival to show the amount to be collected, and Custom Form, CF 3419, Importations Through the Mails, will be attached (fig. 12-4). Notify the addressee on PS Form 3907. Customs charges are collected when delivery is made; obtain the addressee's signature on the original Form 3419 as well as on the required receipt for registered and insured mail if applicable. Amounts collected are not refundable by Navy Postal Clerks. When delivery cannot be effected for any reason, consult Part 610, Pub 42, International Mail, for proper procedures.

Customs collections are to be remitted to the accountable postmaster. On the day that collections are made, prepare PS Form 6019 MPO in duplicate (fig. 12-5). On the heading of the form, draw a line through the words "MONEY ORDER BUSINESS" and substitute the words "CUSTOMS COLLECTIONS." Under section III Debits - line 4 Or 5, type or print the words "Customs Collections." Appropriate entries should be made under items 5, 7, 9, and 14 and a notation of the treasury checks accompanying the form should be made in section II. Retain the duplicate copy of PS Form 6019 MPO. All copies should be signed by you and verified and signed by the disbursing officer. The original PS Form 6019 MPO, the customs form CF 3419, the amount collected, and adding machine tapes (if any) are forwarded by registered mail to the accountable postmaster.

If articles of foreign origin are received without a customs form and are suspected to contain merchandise subject to customs, they should be endorsed "Supposed liable to customs inspection" and forwarded to the nearest customs post office. A list of customs post offices appears in Chapter 6 of Pub 42, International Mail.

At domestic shore stations, matter liable to customs charges is held at the civilian post office. The postmaster notifies the addressee, who must call at the civilian post office and pay charges before the matter is delivered.

Delivery of Incoming Mail

Incoming mail may be broken down and delivered by departments, by divisions, and by general delivery. The size of your ship or station will determine the number of separations for your incoming mail.

Arrange the letter case to permit rapid sorting of mail. When assigning compartments of the letter case, reserve those which are easily accessible for official mail and for mail for those departments or divisions that receive the largest volume.

The most commonly used system of delivery is that in which each department or division has a designated mail orderly who is responsible for picking up mail from the post office. Mail orderlies are frequently inexperienced in the handling of mail, and they may call upon you for advice about mail matters. Make them understand that after mail is in their custody, they are responsible until it is delivered properly. The mail orderly must deliver all pieces of mail to the addressee personally. Mail must not be left on bunks or tables to be picked up by the addressee. Mail which cannot be delivered in person or given locked stowage pending delivery to the addressee must be returned immediately to the post office or mail room. All undeliverable mail must be given directory service.

Mail orderlies and their responsibilities are discussed in chapter 4 of this text.

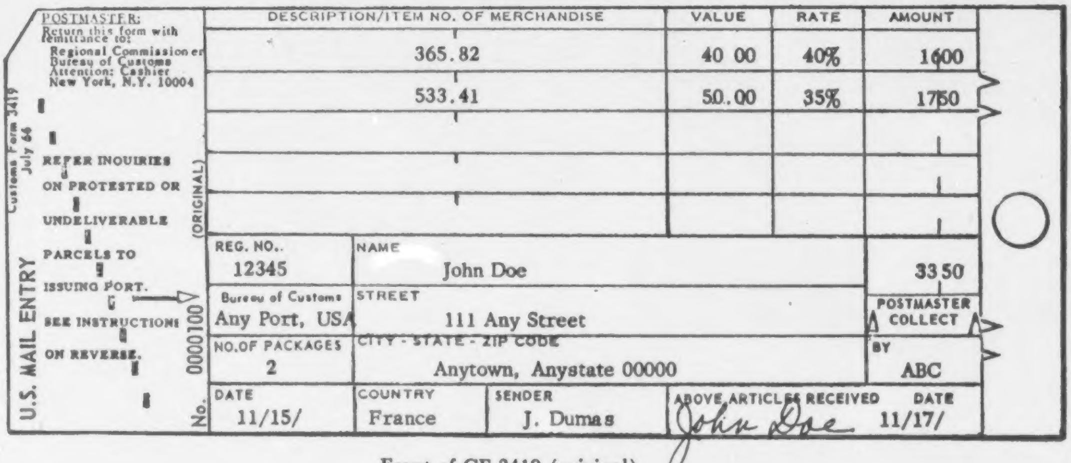
SURPLUS MAIL EQUIPMENT

The amount of mail received and dispatched by your post office determines the frequency of return dispatches of serviceable mail bags and locks. Any serviceable bag or lock is surplus unless actually needed for the deposit of mail. Do not hold mail bags or locks for possible emergencies.

Mail Bags

Mail bags in excess or normal operating requirements should be returned at frequent intervals to the point from which mail is received. Examine each bag carefully to make certain that no mail is left therein. Do not mix

Exhibit B–1



U.S. MAIL ENTRY

Customs Form 3419
July 64

POSTMASTER:
Return this form with remittance to:
Regional Commissioner
Bureau of Customs
Attention: Cashier
New York, N.Y. 10004

REFER INQUIRIES ON PROTESTED OR UNDELIVERABLE PARCELS TO ISSUING PORT.

SEE INSTRUCTIONS ON REVERSE.

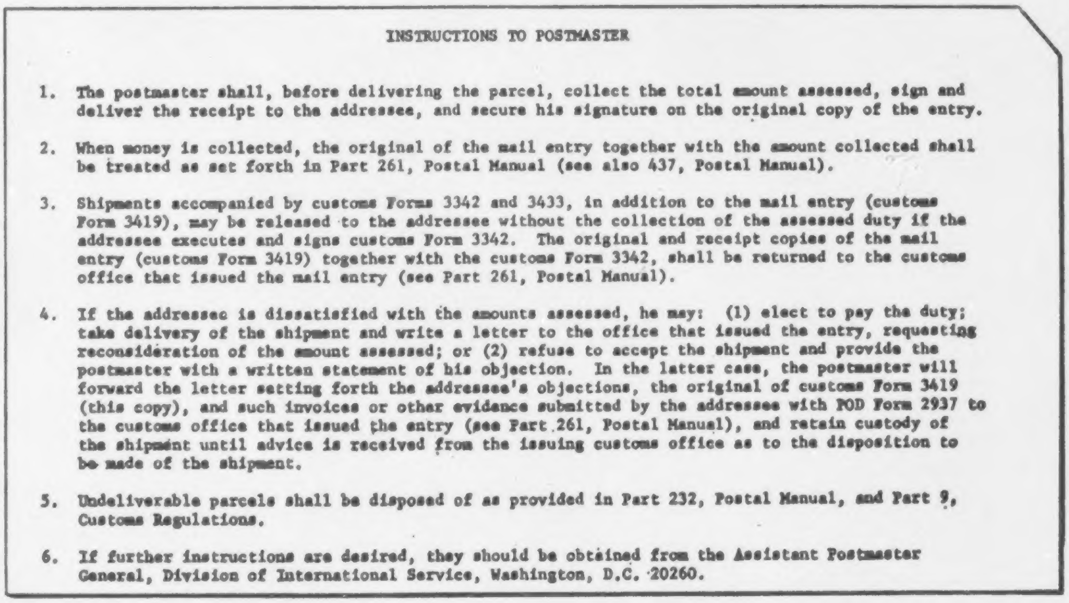
(ORIGINAL)

No. 0000100

DESCRIPTION/ITEM NO. OF MERCHANDISE			VALUE	RATE	AMOUNT
365.82			40 00	40%	16 00
533.41			50.00	35%	17 50
REG. NO. 12345	NAME John Doe				33 50
Bureau of Customs Any Port, USA	STREET 111 Any Street				POSTMASTER COLLECT
NO. OF PACKAGES 2	CITY - STATE - ZIP CODE Anytown, Anystate 00000				BY ABC
DATE 11/15/	COUNTRY France	SENDER J. Dumas	ABOVE ARTICLES RECEIVED John Doe		DATE 11/17/

Front of CF 3419 (original)

Exhibit B–2



INSTRUCTIONS TO POSTMASTER

1. The postmaster shall, before delivering the parcel, collect the total amount assessed, sign and deliver the receipt to the addressee, and secure his signature on the original copy of the entry.

2. When money is collected, the original of the mail entry together with the amount collected shall be treated as set forth in Part 261, Postal Manual (see also 437, Postal Manual).

3. Shipments accompanied by customs Forms 3342 and 3433, in addition to the mail entry (customs Form 3419), may be released to the addressee without the collection of the assessed duty if the addressee executes and signs customs Form 3342. The original and receipt copies of the mail entry (customs Form 3419) together with the customs Form 3342, shall be returned to the customs office that issued the mail entry (see Part 261, Postal Manual).

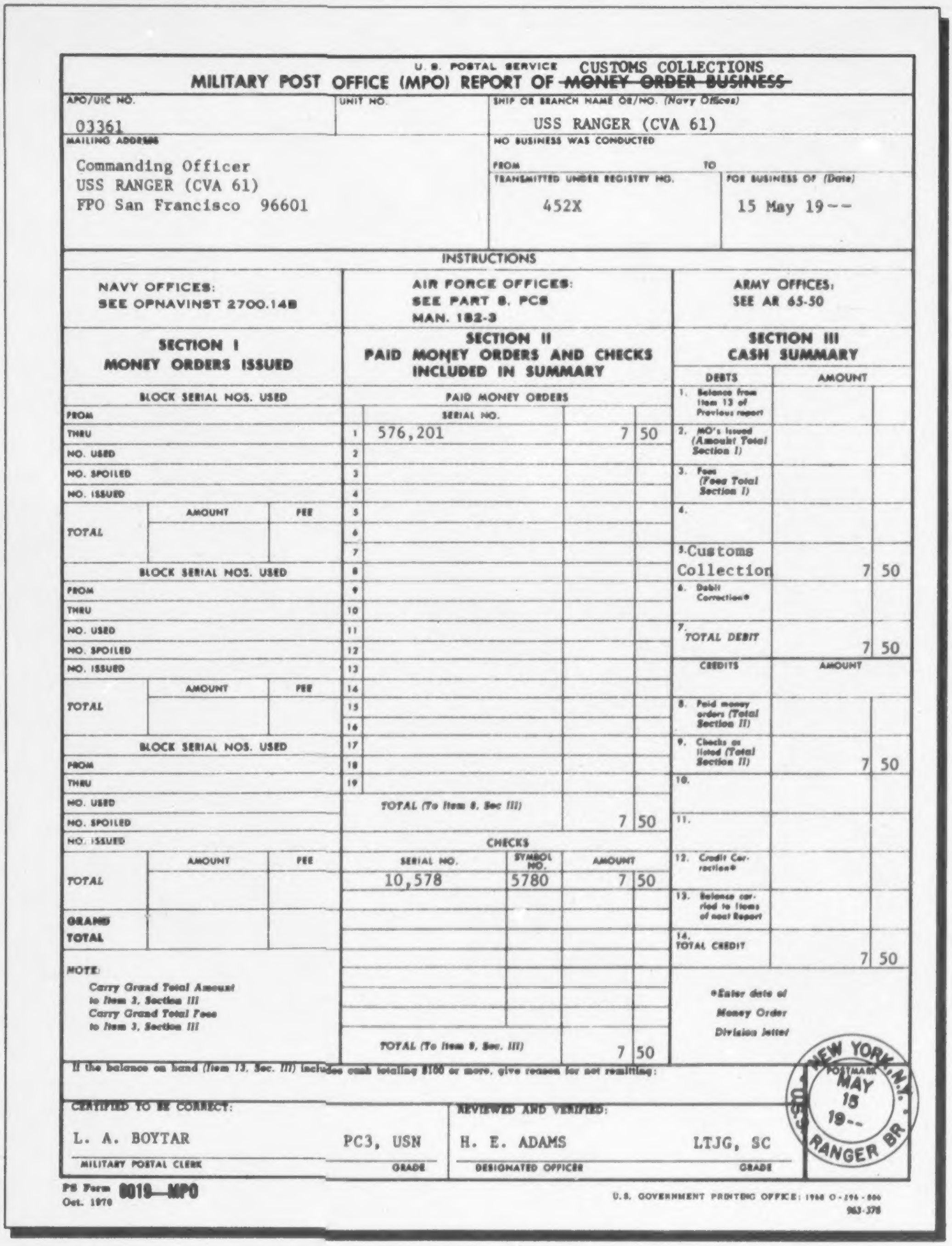
4. If the addressee is dissatisfied with the amounts assessed, he may: (1) elect to pay the duty; take delivery of the shipment and write a letter to the office that issued the entry, requesting reconsideration of the amount assessed; or (2) refuse to accept the shipment and provide the postmaster with a written statement of his objection. In the latter case, the postmaster will forward the letter setting forth the addressee's objections, the original of customs Form 3419 (this copy), and such invoices or other evidence submitted by the addressee with POD Form 2937 to the customs office that issued the entry (see Part 261, Postal Manual), and retain custody of the shipment until advice is received from the issuing customs office as to the disposition to be made of the shipment.

5. Undeliverable parcels shall be disposed of as provided in Part 232, Postal Manual, and Part 9, Customs Regulations.

6. If further instructions are desired, they should be obtained from the Assistant Postmaster General, Division of International Service, Washington, D.C. 20260.

60.77

Figure 12-4.–Customs Form 3419, Importations through the mails.



U. S. POSTAL SERVICE

MILITARY POST OFFICE (MPO) REPORT OF CUSTOMS COLLECTIONS ~~MONEY ORDER BUSINESS~~

APO/UIC NO. 03361	UNIT NO.	SHIP OR BRANCH NAME OR/NO. *(Navy Offices)* USS RANGER (CVA 61)

MAILING ADDRESS

Commanding Officer
USS RANGER (CVA 61)
FPO San Francisco 96601

NO BUSINESS WAS CONDUCTED

FROM TO

TRANSMITTED UNDER REGISTRY NO. 452X

FOR BUSINESS OF *(Date)* 15 May 19--

INSTRUCTIONS

NAVY OFFICES: SEE OPNAVINST 2700.14B	AIR FORCE OFFICES: SEE PART 8, PCS MAN. 182-3	ARMY OFFICES: SEE AR 65-50

SECTION I
MONEY ORDERS ISSUED

BLOCK SERIAL NOS. USED		
FROM		
THRU		
NO. USED		
NO. SPOILED		
NO. ISSUED		
	AMOUNT	FEE
TOTAL		
BLOCK SERIAL NOS. USED		
FROM		
THRU		
NO. USED		
NO. SPOILED		
NO. ISSUED		
	AMOUNT	FEE
TOTAL		
BLOCK SERIAL NOS. USED		
FROM		
THRU		
NO. USED		
NO. SPOILED		
NO. ISSUED		
	AMOUNT	FEE
TOTAL		
GRAND TOTAL		

NOTE:
Carry Grand Total Amount to Item 2, Section III
Carry Grand Total Fees to Item 3, Section III

SECTION II
PAID MONEY ORDERS AND CHECKS INCLUDED IN SUMMARY

PAID MONEY ORDERS

	SERIAL NO.		
1	576,201	7	50
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
	TOTAL (To Item 8, Sec III)	7	50

CHECKS

SERIAL NO.	SYMBOL NO.	AMOUNT	
10,578	5780	7	50
TOTAL (To Item 9, Sec. III)		7	50

SECTION III
CASH SUMMARY

DEBTS	AMOUNT	
1. Balance from Item 13 of Previous report		
2. MO's Issued *(Amount Total Section I)*		
3. Fees *(Fees Total Section I)*		
4.		
5. Customs Collection	7	50
6. Debit Correction*		
7. *TOTAL DEBIT*	7	50
CREDITS	AMOUNT	
8. Paid money orders *(Total Section II)*		
9. Checks as listed *(Total Section II)*	7	50
10.		
11.		
12. Credit Correction*		
13. Balance carried to Items of next Report		
14. TOTAL CREDIT	7	50

**Enter date of Money Order Division letter*

If the balance on hand *(Item 13, Sec. III)* includes cash totaling $100 or more, give reason for not remitting:

CERTIFIED TO BE CORRECT:		REVIEWED AND VERIFIED:	
L. A. BOYTAR	PC3, USN	H. E. ADAMS	LTJG, SC
MILITARY POSTAL CLERK	GRADE	DESIGNATED OFFICER	GRADE

NEW YORK, N.Y. POSTMARK MAY 15 19-- USS RANGER BR.

PS Form 6019—MPO
Oct. 1970

U.S. GOVERNMENT PRINTING OFFICE: 1968 O-296-806
963-378

60.40

Figure 12-5.—PS Form 6019-MPO.

defective mail sacks with those that are serviceable. Pack surplus bags in strict conformity with the following instructions:

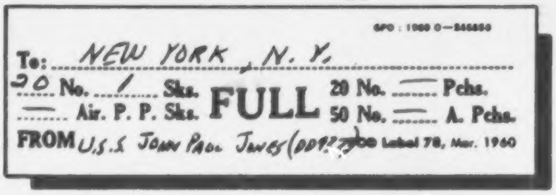
Type and size	Loose-packed
No. 1 sack	19 in No. 1 sack
No. 2 sack	19 in No. 2 sack
No. 2 Brown Resintex	49 in 50th sack
No. 3 sack	14 in No. 3 sack
No. 3 Brown Resintex	24 in 25th sack
No. 2 pouch	14 in No. 2 pouch
Lock container pouch	20 in No. 1 sack
Air No. 1 pouch	49 in No. 1 air pouch
Air No. 2 pouch	24 in No. 2 air pouch
Air parcel post pouch	59 in air parcel post pouch
FCM No. 1 pouch	49 in FCM No. 1 pouch
SAM No. 1 pouch	49 in SAM No. 1 pouch
FCM No. 3 sack	24 in FCM No. 3 sack
SAM PP	59 in SAM PP
Airlift parcel post sack	59 in airlift parcel post sack
MOM pouch	59 in MOM pouch
MOM No. 1 pouch	49 in MOM No. 1 pouch

When loose-packing surplus bags, fold in groups of four and five before placing them in the container sack. Label surplus empty equipment with official labels only, legibly postmarked on the reverse side. The face of the label must correctly indicate the type and number of bags, and must be addressed in accordance with applicable instructions. Official labels and their uses are:

- PS Label 78. Use for shipping full bundles of serviceable bags of a single type and size (fig. 12-6).
- PS Label 79. Use for shipping short bundles of serviceable bags of a single type and size (fig. 12-7).

If your office should accumulate less than full bundles of a single type and size, pack, label, and dispatch them as short bundles. Do not dispatch short bundles of number 1 sacks, hold them until you accumulate a full bundle.

Mail bags damaged by mildew, dry rot, termites, flood, fire, acid, grease, animal excrement, wet paint, or tar are defective and should be removed from service immediately.



GPO : 1960 O—[illegible]

To: NEW YORK, N. Y.

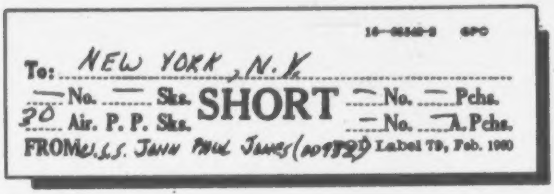
20 No. 1 Sks. **FULL** 20 No. — Pchs.

— Air. P. P. Sks. 50 No. — A. Pchs.

FROM U.S.S. JOHN PAUL JONES (DD932) Label 78, Mar. 1960

60.79

Figure 12-6.–PS Label 78.



16—[illegible] GPO

To: NEW YORK, N.Y.

— No. — Sks. **SHORT** — No. — Pchs.

30 Air. P. P. Sks. — No. — A. Pchs.

FROM U.S.S. JOHN PAUL JONES (DD932) Label 79, Feb. 1960

60.80

Figure 12-7.–PS Label 79.

Other defects requiring removal are:

Pouches (surface and air) are removed when they have holes larger than a 10-cent coin; tears exceeding one-half inch in length; seam rips; one or more grommets missing; missing or excessively worn neck strap; missing or damaged label case, hasp, or staple; or missing rivets or hardware.

Sacks (surface and air) are removed when they contain holes larger than a 50 cent coin, tears exceeding one and one-half inches in length, one or more grommets missing, broken or missing lacing cord, or missing or damaged label case or cord fastener.

Label defective mail bags with PS Label 77 and dispatch in accordance with Part 581, Postal Service Manual.

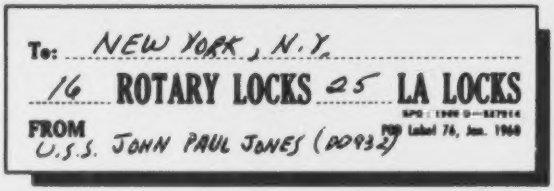
Mail bags, considered serviceable for domestic use according to the above standards, are not always accepted by foreign postal channels. Mail dispatched through foreign channels should be dispatched in bags that contain no defects. Mail bags should not be routed through foreign postal channels if they contain holes or tears larger than a lead pencil.

LOCKS

Surplus rotary and LA locks should be dispatched with outgoing mail to the point from which received.

Rotary locks must have the hasps closed, and be tied together when pouched with mail and when the quantity is small. Wrap rotary locks separately if damage to mail is probable, or separately under iron lock when the quantity exceeds 25, using PS Label 76 (fig. 12-8), and return to the point from which received.

Dispatch surplus LA locks in the following manner. If the quantity exceeds 50, pouch separately using a No. 2 pouch or a No. 3 sack, properly labeled with PS Label 76. Catcher pouches are not to be used for any surplus lock dispatches. Never include locks and keys in the same package.



To: NEW YORK, N.Y.

16 ROTARY LOCKS 25 LA LOCKS

FROM
U.S.S. JOHN PAUL JONES (DD932)

60.83

Figure 12-8. – PS Label 76.

CHAPTER 13

MAIL DIRECTORY SERVICE

Don't underestimate the importance of mail directory service. Directory service is maintained in order to assist you in delivering mail to personnel on board and in forwarding or otherwise disposing of mail addressed to those no longer on board. When mail is addressed to a person who is not attached to an activity served by your post office, it is just as important to provide the proper disposition of this mail as it is to deliver the mail if the addressee is aboard.

Early disposition of mail is the basic purpose of mail directory service, whether the mail is to be delivered on board, forwarded when an addressee has been transferred, held pending the arrival of the addressee, or given treatment appropriate to certain other categories, such as mail for casualties and unauthorized absentees.

Even if a Navy post office is not in operation, each Navy and Marine Corps command is required to maintain a mail directory file of all personnel receiving mail through the activity, including personnel ordered to report, and personnel transferred from the activity.

At commands that have a military post office, military Postal Clerks maintain the mail directory as a part of the post office. Commands that do not have a military post office, and those receiving mail service through a U.S. civil post office, maintain the directory file as part of the mail orderly system.

DIRECTORY MAINTENANCE

Under the U.S. Postal Service Agreement, the Department of Defense agreed to furnish directory service for all military mail. It is the responsibility of your commanding officer to ensure that this requirement is carried out. Bear in mind that even though the commanding officer is responsible for the directory service, you, as a Navy Postal Clerk, are the representative of the commanding officer for such postal matters, and you have the responsibility for operating the directory.

Directory

The mail directory consists of OPNAV Form 2700-5, "Notice of Change of Address" (fig. 13-1) or similar record systems containing the necessary information. Cards will be arranged alphabetically, regardless of rank, rate, or status (i.e., hospital, leave, etc.). The cards should be corrected daily, or as changes occur, to show all changes in status.

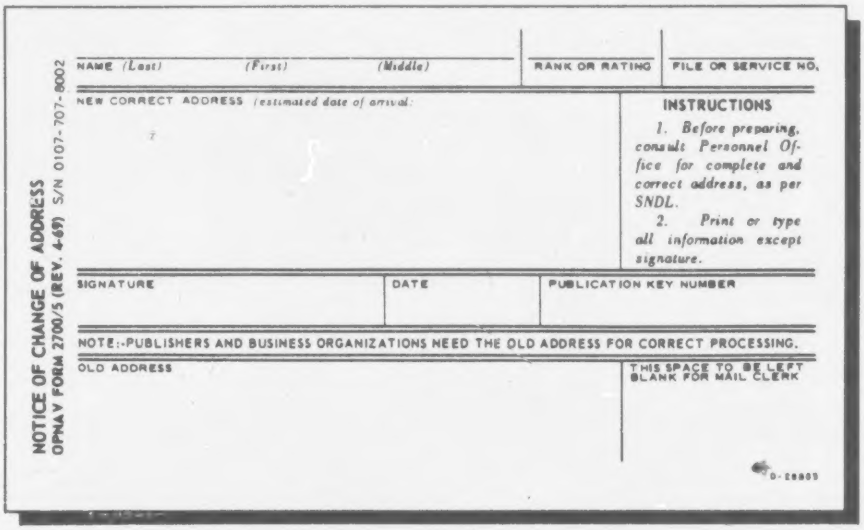
Navy Postal Instructions require that directory cards be retained for 6 months on all personnel detached or transferred; then they should be destroyed.

Onboard Personnel

OPNAV 2700-5 cards for onboard personnel receiving mail through the organization, must show the last name, first name, middle initial, rank or rating, file or service number, mail address, and previous mailing address. Divisions or components of the command may also be entered on the cards. Those personnel receiving mail for accompanying dependents at their military address will list those dependents on the sponsor's directory card. Temporary changes in status, such as hospital, temporary duty away from the command, leave, unauthorized absence, together with the date of change are entered on the cards. When the individual returns to your activity, draw a line through the notation, initial it, and date it.

Personnel Ordered to Report

OPNAV 2700-5 cards prepared for personnel ordered to report to your activity should



NOTICE OF CHANGE OF ADDRESS
OPNAV FORM 2700/5 (REV. 4-69) S/N 0107-707-8002

NAME *(Last)* *(First)* *(Middle)*
RANK OR RATING
FILE OR SERVICE NO.

NEW CORRECT ADDRESS *(estimated date of arrival:*

INSTRUCTIONS

1. Before preparing, consult Personnel Office for complete and correct address, as per SNDL.

2. Print or type all information except signature.

SIGNATURE
DATE
PUBLICATION KEY NUMBER

NOTE:-PUBLISHERS AND BUSINESS ORGANIZATIONS NEED THE OLD ADDRESS FOR CORRECT PROCESSING.

OLD ADDRESS
THIS SPACE TO BE LEFT BLANK FOR MAIL CLERK

D-28803

60.84

Figure 13-1.—OPNAV Form 2700-5, Notice of Change of Address.

indicate the date they are due to report, if it is known. This information may normally be obtained from the personnel office for enlisted personnel. Check with the captain's office, administrative office, or other designated office for officers due to report.

Personnel Reporting Aboard

When personnel report to an activity served by your post office have them prepare the directory cards in duplicate, including thereon the date of reporting. Check the cards before the patron leaves the directory section to ensure that they have been prepared correctly and legibly. This is a good time to ask the patron if he is receiving any magazines, or newspapers, and if he has sent change of address cards to the publishers. If he hasn't, give him the number of change of address cards required and assist him in filling them out correctly.

Divisions or other components of the command may also be entered on the cards. Place one card in the directory file, and forward the remaining card, showing the new correct address, to the last permanent duty station.

Personnel Detached

Change of address cards for personnel permanently departed from the activity must show a complete forwarding address. When personnel are transferred, the personnel office or designated office of the transferring command prepared OPNAV 2700-5, ensuring that the address of the activity to which the man is being transferred is that shown in the Standard Navy Distribution List, Part I, or the Catalog of Naval Shore Activities. This card is given to the transferee who prepares two additional cards. Both cards are delivered to the command directory service during the check-out process.

The directory service then checks the cards for the following:

- Individual's complete name, rank/rate, and service number.
- Complete, legible, and correct new address.

- The geographical location of an overseas shore station is not used as part of the individual's address.
- Signature and date.

If there are no discrepancies, one card is filed at the directory service and the other is mailed to the individual's new address.

When personnel are transferred for further assignment and the new permanent duty station is not known at the time of transfer, the transferee should furnish you with a non-military address to which you can forward his mail until he arrives at the new duty station. If this is not possible, the change of address card is endorsed to indicate the activity to which reporting for further assignment, if known, and the person's status, for example, "Transferred to (enter the name of the activity) for further assignment. When the individual reports to his ultimate duty station, he should send you a change of address card showing his new permanent address. When you receive this information, correct your directory cards and forward his mail as required.

You normally should not use receiving stations as forwarding or intermediate addresses for personnel being further assigned or separated from the service, because of the relatively short stay at this activity and because the large number of persons being processed generally makes it impracticable. You should advise transferees that the delivery of mail while they are en route is generally impracticable, and also advise them against the use of an intermediate activity as an interim address. Suggest to them, instead, that they use a non-military address on their change of address cards. A non-military address furnished by the person transferred should be used when the activity to which he will report for further assignment is not known at the time of transfer.

If a person is transferred for discharge, he should furnish a complete civilian forwarding address. If discharged personnel do not desire to have their mail forwarded to a civilian address, they must so indicate this on their directory card and sign it. In this case, their mail is marked "return to sender", and is thereafter handled accordingly.

To reduce the amount of mail received after a person has been transferred, advise the transferee to notify his correspondents of his transfer and his new address as promptly as possible. The sooner and the more thoroughly he spreads the word, the fewer letters and parcels you will have to forward for him. Personnel being transferred should, when necessary, advise publishers of their new address, or notify the publisher to discontinue mailings of subscription matter until advised of a new permanent address. Use OPNAV Form 2700-5, or a Change of Address Notice to Publisher, PS Form 3578, for this. Ensure that the publication key number, when available, is entered on the card. Your patron may be able to obtain this number from the old address label. Most publishers and firms specifically request that both the old and the new address be furnished, and that an old address label be enclosed to aid in identifying the subscriber or the customer, and his account. This may be accomplished by taping the old address label to the change of address card, but be sure that the new address is not covered or otherwise made illegible.

Filing Instructions

File all directory cards in alphabetical order, by last names, regardless of rank, rate, or status. Use a set of alphabetical separators to divide the cards. Last names starting with the same letter are filed under the same separator.

Sometimes names such as Brown and Browne or Stevens and Stevenson will match letter for letter up to the end of the shorter name. In such cases the name with the fewer letters is to be filed first; thus Brown should precede Browne, and Stevens should be filed before Stevenson. If the last names are exactly alike, use the first names and possibly the second to determine the order of file. If the two names happen to be exactly the same, file by service number, the lower number first.

If your directory is quite large, you may need to use additional separators within letters. For example, S might be broken down into SA, SE, SM and ST. Last names beginning with the letter S should then be filed under the closest preceding second letter of the separator thus;

Schiller would go under SA; Slade under SE; Souder under SM; and Swain under ST. You will learn from experience and the size of your directory whether your card file should be subdivided within letters.

Sources of Information

Where do you get the information that is used to prepare and maintain directory cards?

At most commands, the local procedures for the reporting and transferring of personnel require that they check in and out with the office that maintains the mail directory service of the command. In this way, the men concerned prepare the necessary cards as required. At certain times, this may not be possible; for example, men admitted to a hospital while on leave or liberty, due to illness or an accident; men who are casualties or unauthorized absentees; or men held in custody by civil authorities. This would necessitate preparation of the cards by directory personnel. The information may be supplied by providing copies of the personnel diary, advance copies of orders, brig report (published by the Legal Officer), area PAMI listings, rosters of attached squadrons and/or detachments served by your office, or any other method that will ensure the timely receipt of pertinent information. You may also be informed of an expected arrival through the receipt of a change of address card that has been prepared at another command when a man has been transferred to your command.

MAIL FOR ABSENTEES AND CASUALTIES

Administratively, and for purposes of this chapter only, the term "absentee" denotes a person who is in an unauthorized absence status. The term "deserter" denotes a person in an unauthorized absence status who has been declared a deserter. A casualty is broadly defined as a person who is missing, is a prisoner of war, or has been killed.

Mail for a person who is in an unauthorized absence status is held until his return, or until he is declared a deserter, provided the sender has not requested its return at the expiration of a specified time. If no forwarding address has been received during this period, the mail should be returned to the sender marked "unclaimed." A close liaison between the personnel office and the activity's mail directory should be maintained to ensure that the mail directory is notified when absentees return to naval jurisdiction.

Mail addressed to a deceased member is held 15 days after date of death. At the end of the 15-day period, it is returned to the sender, with an appropriate letter of transmittal, prepared by the command, advising that the addressee is deceased. Jointly addressed mail should be forwarded by the command to the surviving addressee. Mail received subsequent to the 15-day period should be returned immediately under a letter of transmittal.

Mail for personnel who are missing or prisoners of war should be forwarded under separate cover in an official envelope addressed as follows:

Bureau of Naval Personnel
Attention Pers G-23
Navy Department
Washington DC 20370

Each letter placed in this envelope must have the address lined out and must show the date and your initials. No other information is written on the letter itself. If you have more than one such letter to forward at a time, tie them together. Attach a facing slip properly endorsed to identify the type of mail—missing or prisoner of war.

It is extremely important to remember that you must never place deserted, deceased, missing, or prisoner of war endorsements directly on mail matter; the endorsement must always be placed on the facing slip.

Mail that has been accepted by the addressee ceases to be mail and becomes part of his personal effects. Therefore, letters and packages received by a man who later becomes a casualty or a deserter, are handled and disposed of as his personal effects, and not as mail.

Mail for Marines

Personal mail for Marine Corps personnel who have been killed in action, missing in action, officially determined to be prisoners of war, declared deserters or who have died from natural causes, accidents, etc., which is received by command outside the continental limits of the United States is bundled separately and a slip of paper attached, marked to indicate the reason for non-delivery, the authority for this notation (unit diary number, etc.), and the initials of the preparing clerk. If the activity is served by a military post office the mail is returned to the post office for further verification and forwarded under cover to the Commandant of the Marine Corps (Code ABK). Personal mail for Marine Corps personnel, if received by commands within the continental limits of the United States, should be returned to senders marked "Unclaimed" by the post office serving the command. Verification by the commander must be obtained before mail in this category is returned.

Mail for Prisoners

Mail privileges extended to prisoners confined for disciplinary reasons are in conformity with the instructions contained in the Corrections Manual, NavPers 15825 (current).

The commanding officer is responsible for controlling the correspondence of prisoners in accordance with policies set forth in the Corrections Manual. Normally, prisoners are allowed to receive all incoming mail. Both incoming and outgoing mail for prisoners is inspected by the brig officer or his delegated representative. Incoming mail is delivered unopened to the brig mail inspector.

MAIL FOR DECOMMISSIONED SHIPS AND DISESTABLISHED STATIONS

The District Commandant, Area Commander, or Reserve Fleet Group Commander having immediate cognizance of decommissioning of a Navy unit, designates a Navy activity to perform directory service for mail received for the decommissioned unit. Directory service then is performed for a period of 60 days. Mail received after expiration of the 60-day period is returned to the sender endorsed to show the activity decommissioned.

The administrative type commander for ships and mobile units and the District or Area Commander for other decommissioned or disestablished activities designates a command to receive, open, and screen for necessary action or disposition all official mail received during the 60-day directory service. Official mail received after the end of the 60 day period should be returned unopened to sender, endorsed to show that the activity has been decommissioned, unless special considerations indicate that a longer screening period is desirable.

In no case may official mail addressed to a United States ship be forwarded unopened to the new title of that ship when it has been stricken from the Navy List and transferred to a foreign government or to Merchant Marine service.

Personnel assigned as Navy Postal Clerks, mail orderlies, or to duties involving the receipt and delivery of unopened mails normally are not assigned to duties involving opening and screening of official mail.

Commanding officers of ships and activities being decommissioned or placed in the reserve fleet furnish the designated activity with a complete directory of officers and enlisted personnel showing the new duty station, or, in the case of personnel separated from the service, the forwarding address furnished by the individual.

The command having immediate cognizance of the decommissioning of a ship or mobile unit is responsible for informing the appropriate mail routing authority or postmaster of the desired routing of mail to the unit that will provide directory service for the decommissioned unit.

UNDELIVERABLE MAIL

Mail may be undeliverable, temporarily or permanently, for any of several reasons. It may be incorrectly addressed, the addressee may have been transferred, or the mail may be unclaimed or refused. Refused mail is that which is refused at the time delivery is attempted, returned unopened by addressee, and marked "refused."

Mail received at your post office for personnel having forwarding addresses recorded in the directory file presents no great problem. It is suitably endorsed and promptly forwarded, in accordance with procedures described later in this chapter.

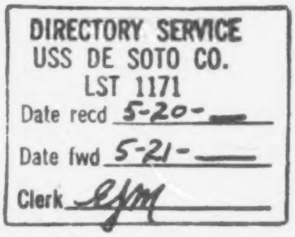
Mail that is undeliverable because it bears an incomplete or an incorrect address, and mail for personnel not present at the activity is processed against the directory cards.

Sometimes you may find it difficult to find the proper directory card for a piece of undeliverable mail. This is often due to carelessly written addresses, which are easily misread. The following letters of the alphabet most frequently cause trouble: a and o; h and k; i and e; n and r; n and u.

Suppose that you are unable to find the directory card for Douglas, Thomas. You might also check under Thomas, Douglas (in the event that the names might have been transposed); or check Douglas, Tom or Tommy (in the event that a nickname is used instead of the proper first name). Also be alert for names ending with the letter "e," such as Browne, Harte, or Thorne, in the event that the "e" was incorrectly added, or was omitted but should have been used. Do not consider a letter undeliverable until you have considered every possible card in your directory file.

Directory Service Stamp

All mail that is given directory service is stamped on the reverse side of the cover with the directory service stamp (fig. 13-2). This stamp is procured through the Navy supply system. The dimensions of the stamp must not exceed 1½ by 1½ inches, with a narrow line border. Information on the stamp includes the words "Directory Service," name of the command, date received, and date forwarded. There must be space for the initials of the clerk.



DIRECTORY SERVICE
USS DE SOTO CO.
LST 1171
Date recd 5-20-
Date fwd 5-21-
Clerk

60.85

Figure 13-2.—Directory Service Stamp.

Commands having a large volume of directory mail are authorized to cancel such mail on the reverse side of the cover by machine in lieu of the directory service stamp. A special die hub must be ordered as a "Special Item" by submitting a request to the Chief of Naval Operations, Postal Affairs Branch, in accordance with paragraph 13103.3k, OpNav Inst 2700.14, U.S. Navy Postal Instructions. The request must include the make, model and serial number of the cancelling machine in use and a statement indicating the actual number of pieces of mail directorized each day for a period of 10 days, exclusive of Sundays, holidays and the month of December.

Holding Mail

Undeliverable mail (except registered—see ch. 6) for which no forwarding address is available is held for 15 days. During this period check it against the directory cards frequently. If still undeliverable at the expiration of this 15-day period, return it to the sender, unless it meets certain conditions which permit holding it for a longer period. For example, when information is received that the addressee may be expected to report, such mail may be held up to 60 days. It must not be held for longer than 60 days unless you have received specific information that the addressee is due to report to the command, and no other forwarding address is available. Mail may also be held for personnel on leave or absent on temporary additional duty, until they return. In some cases mail for TAD personnel may be forwarded. The expected length of the TAD and distance from your command must be considered first. Also you need a correct address to forward the mail to. Mark the directory card "hold for return" or "hold for arrival," as appropriate.

When the sender has specified the number of days that the mail may be held if not delivered, it must be returned to the sender at the expiration of the specified time. If there is no return address on mail that has been held, treat it as dead mail.

Undeliverable mail that is not to be held is forwarded, returned to the sender, or treated as dead mail.

Forwarding Mail

When you forward mail for a person having a forwarding address recorded in the directory file, draw a single line through each line of the incorrect address portion of the envelope, mark an "X" on the envelope, on each side of the window. Do not line out the name, rank/rate, and SSAN of the addressee. The name of the addressee and the postmark should not otherwise be obliterated by writing, marking, or stamping. If the name or other identification of the addressee is not complete, the omitted parts may be furnished to aid later delivery. Endorsements should be written in neat and legible writing, using the minimum space required. Place the new address in the lower left corner of the envelope, if space permits. Spell out the new address completely–do not use any abbreviations. Whenever possible, additional endorsements are placed above this endorsement. After all available space on the front of the mail has been used for endorsements, "over" is written on the front of the envelope, and additional endorsements are written on the reverse of the cover. This mail is stamped on the reverse side with the directory service stamp.

When a person's address is changed by official orders, his mail of all classes (except third-class mail of no obvious value) is forwarded until it reaches him. This is true for both military and civilian personnel in the United States service anywhere the United States mail service operates. Second-, obvious value third-, and fourth-class mail and air parcel post so forwarded are endorsed by the forwarding office "Change of address due to official orders." This privilege of free forwarding applies to mail for the accompanying members of the families whose change of address is caused by official orders. It also applies to military personnel discharged or released from active duty. A discharge is official orders and the individual's address will definitely be changed.

Undeliverable mail that is not held or forwarded is returned to the sender or treated as dead mail.

The addressees for whom you will be forwarding mail will be principally military personnel and their dependents and occasionally personnel in the Civil Service or some other branch of Federal service. But in case you ever have occasion to forward mail for civilians not attached to the United States Service, check the Postal Service Manual, Part 158.

Returning to Sender

Mail undeliverable at the end of the 15-day hold period is returned to the sender. On mail so returned, the address is crossed out by a single line so as not to obliterate it, and the face of the envelope, is stamped with the "return to sender" stamp. The reason for returning the mail must be indicated. The stamp must be similar to the "hand index, returned to writer, reason checked" stamp available from the U.S. Postal Service. This mail is also stamped on the reverse side with the directory service stamp.

Never return mail to the sender until you are absolutely certain that your files do not contain a forwarding address.

If a return address is furnished, return refused mail to the sender.

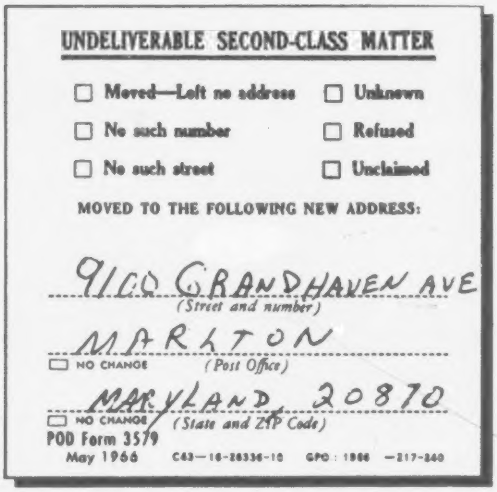
If mail is returned to the sender, he should not mail it again unless it is enclosed in a new envelope or wrapper with a correct address and new postage is affixed.

First-class mail, except postal and post cards, may be returned to the sender without additional charge. Post or postal cards should be returned only if they bear the sender's request for return with his address. On delivery to the sender, postage at the card rate is collected. Cards not bearing the sender's request for return are destroyed or disposed of as waste paper. Cancel or mutilate uncancelled stamps on cards before disposing of them as waste.

Any postage due, because of failure to fully prepay postage at the time of mailing, is collected from the sender when the undeliverable mail is returned.

Second-class mail often is received at post offices in considerable quantity after the addressee has been transferred. This can be avoided somewhat by a simple question to the transferee as he checks out. As discussed earlier, simply ask him if he is receiving any magazines or newspapers. If he is, furnish him with sufficient OPNAV Forms 2700-5, assist him in filling them out properly and address them to the publishers. Also inform your patron that second-class matter is not forwarded unless specifically requested in writing by him on his change of address card. If this service is requested by your patron, inform him that this service can only be performed for a period not to exceed 60 days.

In the event you still receive second-class matter for a patron after he has been transferred or discharged, you will handle the notification to the publishers as follows: Prepare PS Form 3579, Undeliverable second-class matter (fig. 13-3), write the new address including the ZIP code number on the form, moisten the gummed side, and affix it to the copy, or its envelope or wrapper, near but not over the old address. That portion of the page, envelope, or wrapper that bears both the old address and PS Form 3579 is then cut or torn from the article, placed in an official envelope, and mailed directly to the publisher, news agent, or other sender. The address to the sender on the official envelope must include the name of the publication. Any number of notices may be returned in one envelope, but each Form 3579 should be for a different addressee. Each envelope addressed to a publisher is rated with postage due at the current applicable rate for each notice contained in the envelope.



UNDELIVERABLE SECOND-CLASS MATTER

☐ Moved—Left no address ☐ Unknown
☐ No such number ☐ Refused
☐ No such street ☐ Unclaimed

MOVED TO THE FOLLOWING NEW ADDRESS:

9100 GRANDHAVEN AVE
(Street and number)

MARLTON
☐ NO CHANGE (Post Office)

MARYLAND 20870
☐ NO CHANGE (State and ZIP Code)

POD Form 3579
May 1966 C43—16-28336-10 GPO : 1966 —217-340

60.86

Figure 13-3.—PS Form 3579, Undeliverable Second-Class Matter.

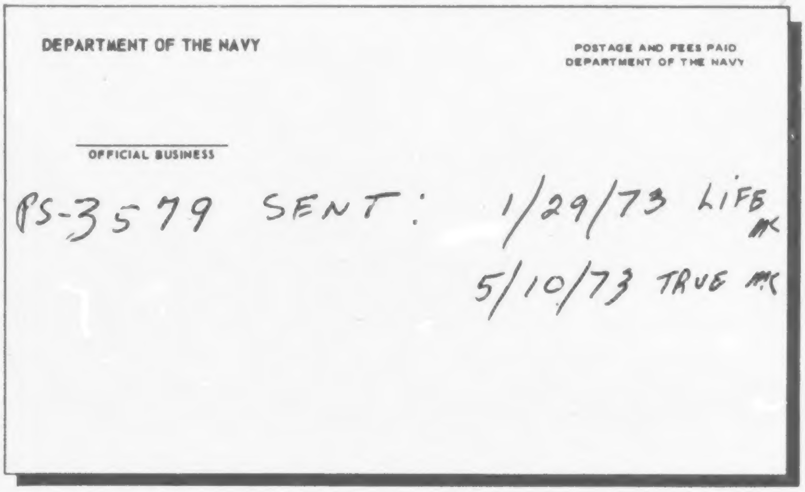
The next step is to make a note of the fact that you have sent the 3579. The best place for this is the back of the individual's change of address card as shown in figure 13-4. Include the date, name of publication and your initials.

Copies bearing the old address which are received after the mailing of the notice are disposed of as waste or given to the library. When giving magazines to the library be sure to remove the address label first. When copies bear the request of the sender for return, the portion of the page, envelope, or wrapper, is not detached, and is returned to the sender marked to show a charge computed at the transient rate on each individually addressed copy or package of unaddressed copies, or the current rate, whichever is higher.

THIRD AND FOURTH-CLASS MAIL which is undeliverable having "obvious value" or bearing the words "Return Postage Guaranteed" will be returned to the sender and postage will be charged at the single piece rate if it is third-class mail, and the zone rate to the mailing office if it is fourth-class mail. The piece will be marked "Undeliverable as addressed." The reason why the piece is undeliverable as addressed or the addressee's new address will not be endorsed on the article.

If the article bears the words "Forwarding and Return Postage Guaranteed" it will be forwarded when the new address is known. The forwarding postage will be collected from the addressee. If the addressee refuses to pay the forwarding postage, the article will be returned to the sender who must pay postage at the single-piece rate for its forwarding plus postage for its return. If the article cannot be forwarded because the new address is not known, it will be given the return postage guaranteed service, and in this case only the return postage must be paid by the sender.

Mail of obvious value includes, but is not limited to, all registered, insured, and COD mail, merchandise, sheet music, pictures, photographs, catalogs, and books as defined in Parts 134 and 135 of the Postal Service Manual. Circulars and miscellaneous printed matter and items un-



DEPARTMENT OF THE NAVY

POSTAGE AND FEES PAID
DEPARTMENT OF THE NAVY

OFFICIAL BUSINESS

PS-3579 SENT: 1/29/73 LIFE MK
5/10/73 TRUE MK

60.87.2

Figure 13-4.–Use the Reverse side of OpNav Form 2700-5 to record 3579's sent.

solicited by the addressee, including samples of merchandise, are not mail of obvious value.

Mail marked "return requested" or "return postage guaranteed" returned to the sender is marked with the rubber stamps (PS items 1300 (1) and (4)) RETURN TO SENDER . . . and POSTAGE DUE _______. It is also marked with the new address of the addressee if known, or if there is no new address, the reason for non-delivery. The new address shall include the ZIP code number.

AIRMAIL, remember, is not a class of mail, but a service only. So airmail weighing 9 ounces or less is returned by the same transportation as first-class mail at no additional charge. Airmail weighing more than 9 ounces is returned by surface transportation at the appropriate rate according to class of mail; except that when the mail bears instructions of the sender to return by airmail, it is returned at the airmail rate, to be collected on delivery from the sender.

When REGISTERED, CERTIFIED, or INSURED MAIL is undeliverable at the expiration of the 15-day period, (10-day period for registered), it must be returned immediately to the mailer. The postage charge, if any, for returning the mail (but not registration, insurance, or certified fees) is collected from the mailer.

DEAD MAIL

DEAD MAIL is mail that cannot be delivered or forwarded and cannot be returned to the sender. First-class matter having no return address and which, according to postal regulations, would otherwise be returned to the sender is treated as dead matter and is sent to a dead letter branch.

Undeliverable third-class matter of obvious value, and fourth-class matter that would be returned to the sender except for lack of a return address, are treated as dead parcels, and are sent to a dead parcel post branch.

If no return address is furnished, refused mail is treated as dead mail.

All dead mail is backstamped, and is endorsed to show the reason for non-delivery, except for undeliverable third-class mail having no obvious value, which may be treated as waste and disposed of locally.

Makeup and Dispatch

Make up undeliverable, dead letters in a separate package, using PS Label 22, Dead Mail Matter. Wrap the envelope securely, or use a pouch if quantity warrants. When a pouch is used, in addition to the pouch label, tie a tag around the neck of the pouch, addressed in the same manner, to prevent opening in transit.

Place other undeliverable articles and parcels in a sack, and use PS Label 22 as a sack label. In addition to the sack label, tie a tag around the neck of the pouch, addressed in the same manner, to prevent opening in transit.

Dispatch dead mail to the nearest DEAD LETTER BRANCH or DEAD PARCEL POST BRANCH, as appropriate. Branches are located in New York, N.Y., in San Francisco, CA, and in other cities. The locations of these branches are listed in Part 159 of the Postal Service Manual, in the part covering Dead Mail.

Listing and Recording

No record is made of dead mail sent to a dead letter or dead parcel post branch, except as follows:

Registered and Numbered Insured Mail;
  Complete delivery receipt, show disposition, and file with other delivery receipts.
Minimum Fee Insured Mail:
  Complete delivery receipt, show disposition, and file alphabetically under the name of the addressee.
COD Mail:
  If COD Mail is inadvertently received, show disposition on PS Form 3814, Record of COD Parcels Held for Delivery, or other applicable delivery record, and destroy the COD tag.

Loose Articles in the Mail

You will occasionally find stamps, money, or other articles loose in a mail bag. You should make every effort to match such loose articles with the mail from which they are lost. When an article of value cannot be matched with an addressed envelope, or wrapper, examine the article to try to determine the owner. If you can determine the owner, return the article to him in an official envelope or label, with explanation, and show postage due at the rate for keys and identification devices (third-class matter, as covered in Part 134 of the Postal Service Manual). If the article contains $10 or more in money or negotiable securities, send it by registered mail and include a minimum registry fee in the postage-due charge. If you cannot match the loose articles with the mail from which lost, and cannot determine the owner, hold the articles for 60 days, and dispose of them as follows:

ARTICLES OF LITTLE VALUE.–These articles, including tobacco and stationery but not including food, drugs, and cosmetics, and articles contained in parcels bearing the sender's instructions to abandon if undeliverable–are turned over to chaplains or other officers designated by appropriate commanders for disposition. A receipt, in triplicate, is obtained for articles turned over to the designated officer. Triplicate copies of the receipts are retained at the Navy post office for record purposes. The original and duplicate copies of the receipts for articles turned over during the month are forwarded at the end of each month to the appropriate U.S. Postal Service Regional Operations Director.

ARTICLES OF OBVIOUS VALUE.–These articles are transmitted by U.S. Postal Service official registered mail to the accountable postmaster. A letter describing the articles and circumstances under which they were found accompanies the shipment. A copy of the letter is retained in the files of the Navy post office.

CHAPTER 14

INQUIRIES, COMPLAINTS, AND CLAIMS

In addition to your other regular postal duties, you will frequently be confronted with postal problems of the public. A problem may take the form of an INQUIRY, a COMPLAINT, or a CLAIM. This chapter provides some helpful information concerning these problems, including postal instructions governing procedures to be followed in handling them, and the preparation of the applicable forms.

An INQUIRY is a request for information. Inquiries may be made in person or by letter and may be on almost any phase of postal operations. Most inquiries are simple questions concerning the speed of mail, the proper manner of preparing mail matter, or some phase of postal operations.

An inquiry becomes a COMPLAINT when damage, loss, or theft of mail is involved. Complaints may be made about any type of mail.

A CLAIM for indemnity against the postal service is submitted when insured or registered mail is damaged, lost or stolen.

Inquiries, complaints, or claims may be either formal or informal. They are considered informal when presented verbally. If made in writing an inquiry, complaint, or claim is said to be formal. An informal inquiry, complaint, or claim becomes formal when the post office or the patron makes a written record.

In performing your duties in a Navy post office, you will be concerned only with military mail, as defined in the Postal Agreement (appendix I of this training manual). This chapter, therefore, discusses only matters concerning military mail. Normally, the processing of inquiries, complaints, and claims is a function of a senior Postal Clerk at the larger activities. However, many times this duty is required of all postal personnel regardless of rating, so it is important that you be completely familiar with handling such problems, both at the office of mailing and at the office of address.

The information in this chapter, along with some practical experience, will enable you to efficiently process any inquiry, complaint, or claim with which you may be confronted.

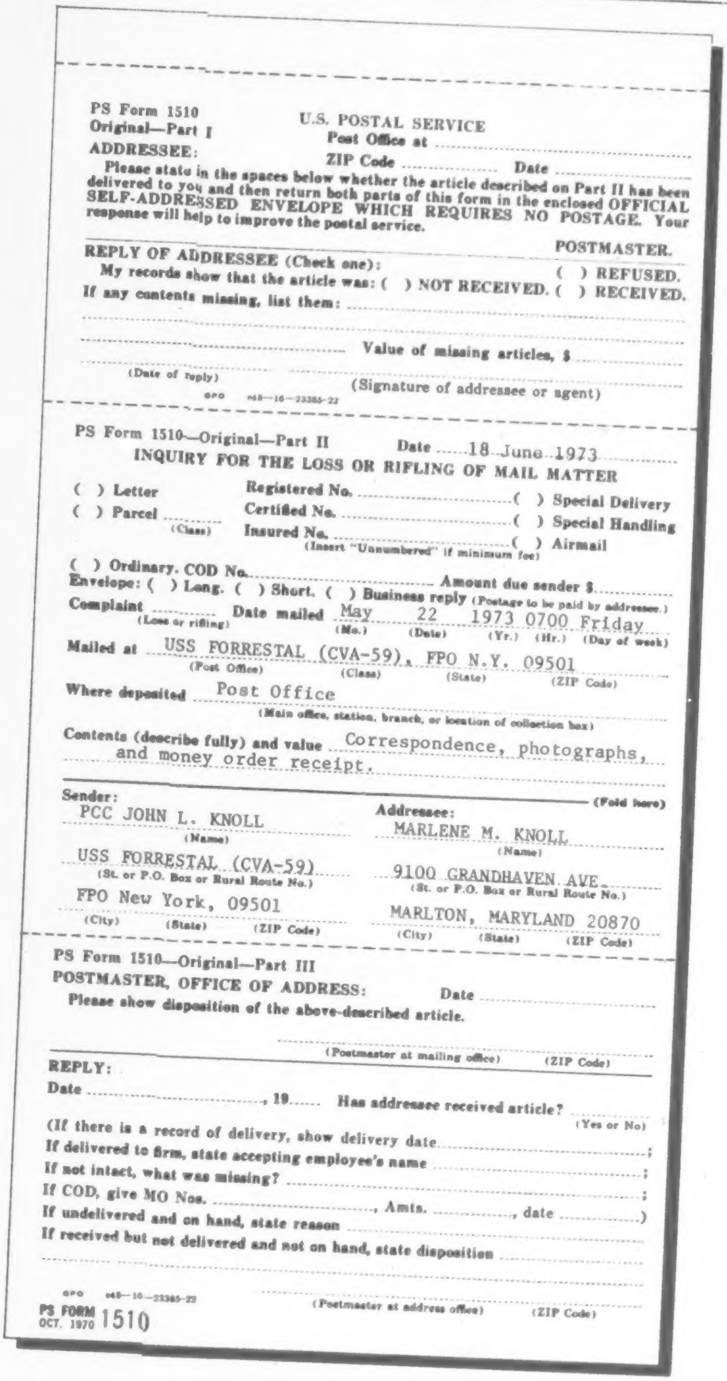
DOMESTIC MAIL

Information regarding mail matter is confidential and may not be disclosed to unauthorized persons. For that reason, the only persons entitled to information regarding claims are senders, addressees, authorized agents of either, and postal inspectors, civil and military. It should be remembered that filing a claim or inquiry is the right of the sender or receiver and you as the postal representative should treat the patron with the utmost courtesy.

Forms to File

IN THE UNITED STATES. Inquiries for registered mail and all insured mail originating in and addressed for delivery within the continental United States must be made on PS Form 1510, Inquiry for the Loss or Rifling of Mail Matter (fig 14-1).

OUTSIDE THE UNITED STATES. Inquiries for registered and insured mail addressed to or sent from a military post office located outside the United States, or to or from a U.S. Navy ship, must be made on PS Form 565 for registered mail, and PS Form 3812 for insured mail. The usage of these forms is discussed later in this chapter. Maintain a record of all inquiries on either DD Form 450, Record of Postal Claims, or PS Form 3841, Post Office Record of Claims.



PS Form 1510
Original—Part I
ADDRESSEE:

U.S. POSTAL SERVICE
Post Office at ....
ZIP Code .... Date ....

Please state in the spaces below whether the article described on Part II has been delivered to you and then return both parts of this form in the enclosed OFFICIAL SELF-ADDRESSED ENVELOPE WHICH REQUIRES NO POSTAGE. Your response will help to improve the postal service.

POSTMASTER.

REPLY OF ADDRESSEE (Check one):
My records show that the article was: ( ) NOT RECEIVED. ( ) RECEIVED. ( ) REFUSED.
If any contents missing, list them: ....
Value of missing articles, $ ....
(Date of reply) (Signature of addressee or agent)
GPO 048—16—23385-22

PS Form 1510—Original—Part II Date 18 June 1973
INQUIRY FOR THE LOSS OR RIFLING OF MAIL MATTER

( ) Letter Registered No. .... ( ) Special Delivery
( ) Parcel .... (Class) Certified No. .... ( ) Special Handling
Insured No. .... (Insert "Unnumbered" if minimum fee) ( ) Airmail
( ) Ordinary. COD No. .... Amount due sender $ ....
Envelope: ( ) Long. ( ) Short. ( ) Business reply (Postage to be paid by addressee.)
Complaint .... (Loss or rifling) Date mailed May (Mo.) 22 (Date) 1973 (Yr.) 0700 (Hr.) Friday (Day of week)
Mailed at USS FORRESTAL (CVA-59), FPO N.Y. 09501 (Post Office) (Class) (State) (ZIP Code)
Where deposited Post Office (Main office, station, branch, or location of collection box)
Contents (describe fully) and value Correspondence, photographs, and money order receipt.

(Fold here)

Sender:
PCC JOHN L. KNOLL (Name)
USS FORRESTAL (CVA-59) (St. or P.O. Box or Rural Route No.)
FPO New York, 09501 (City) (State) (ZIP Code)

Addressee:
MARLENE M. KNOLL (Name)
9100 GRANDHAVEN AVE. (St. or P.O. Box or Rural Route No.)
MARLTON, MARYLAND 20870 (City) (State) (ZIP Code)

PS Form 1510—Original—Part III
POSTMASTER, OFFICE OF ADDRESS: Date ....
Please show disposition of the above-described article.

(Postmaster at mailing office) (ZIP Code)

REPLY:
Date ...., 19...... Has addressee received article? .... (Yes or No)
(If there is a record of delivery, show delivery date ....;
If delivered to firm, state accepting employee's name ....;
If not intact, what was missing? ....;
If COD, give MO Nos. ...., Amts. ...., date ....)
If undelivered and on hand, state reason ....
If received but not delivered and not on hand, state disposition ....

GPO 048—16—23385-22
(Postmaster at address office) (ZIP Code)
PS FORM OCT. 1970 1510

Figure 14-1.—PS Form 1510, Inquiry for the Loss or the Rifling of Mail Matter. 60.87

INTERNATIONAL MAIL. Inquiry forms for International Mail are discussed later in this chapter.

Procedures

The procedures to be followed in the processing of the forms, and the prescribed forms to be used, are described and illustrated in the following sections.

Familiarize yourself with the forms and procedures so that you will be able to select and process the correct form when it becomes necessary for you to do so.

WHERE TO FILE. Subject to the conditions set forth later in this chapter, inquiries, complaints, and claims may be filed at any post office, civil or military. Claims for loss should be initiated by the sender, at the office of mailing; however, they may be instituted at the office of address provided the addressee is able to furnish enough information for a proper search of the delivery records, or for the institution of the claim for insurance.

WHEN TO FILE. Inquiries or claims for registered and insured articles mailed and addressed for delivery in the continental United States may be filed by the sender after he has received information that the addressee did not receive the article after a reasonable length of time, or if the sender is unable to obtain any information.

Inquiries or claims for insured mail addressed to or from a military post office, including mail to or from Navy ships, may be instituted by the sender after one month has elapsed from the date of mailing. Claims for damaged insured mail may be filed at the time the article is received. Claims for indemnity must be filed within one year from the date of mailing. Inquiries concerning official registered or insured mail may be accepted without regard to the time limits specified, if there has been sufficient time for the article to have been received.

Exceptions can be made to the above time limitations in cases where information has been received which indicates the loss, damage, or destruction of military mail. In such cases, claims should be submitted immediately. For example, if a military aircraft is lost and it is known that certain articles were aboard, claims could be instituted immediately.

INQUIRIES FOR CERTIFIED AND ORDINARY MAIL

PS Form 1510 is used to report complaints of loss or rifling for any class of mail, whether ordinary, registered, certified, or insured. To report complaints of loss or rifling of ordinary and certified mail, including such mail sent as special delivery, prepare PS Form 1510 as shown in figure 14-1. Whenever practicable a typewriter should be used to fill out this form. Always make certain that the carbon between the original and the duplicate is in good condition to ensure legibility of the duplicate. Complete part II in duplicate, and detach and destroy part III. Mail the original of parts I and II to the addressee, and include a self-addressed penalty envelope for the addressee's reply. However, if the mail is addressed for delivery through military post offices outside continental United States, DO NOT mail Forms 1510 to addressees. Handle as follows:

Army and Air Force Mail–forward Form 1510 to the postal officer at the address APO.

Navy Mail–forward Form 1510 directly to the commanding officer of the ship or activity to which the mail originally was addressed.

If ordinary mail is involved, the duplicate is destroyed; however, if the mail involved is certified, the duplicate is completed and filed numerically.

If loss or rifling is confirmed by addressee, transmit original and duplicate of part II directly to the postal inspector in charge at the civilian post office mentioned in sender's return address. Notify sender on reverse side of part I.

INQUIRIES AND CLAIMS FOR REGISTERED AND INSURED MAIL

As stated earlier in the chapter, the forms used for registered and insured mail depend upon your location. Normally, you will be either at an overseas NPO or a shipboard post office, in which case you would always use PS Form 565 or PS Form 3812. This is why the discussion of

Form 1510 below is brief and the other two forms are covered at greater length.

When loss or damage of registered or insured mail is established, the sender (or receiver as appropriate) should be encouraged to submit a claim for indemnity.

PS Form 1510

Send inquiries for registered and insured mail to the postmaster at the office of original address for completion of part III, Statement of Postmaster, Office of Address. If the inquiry is returned showing the article was forwarded overseas, handle as follows:

Submit parts I and II of Form 1510, for unnumbered insured mail, or parts II and III, for registered and numbered insured mail to the sender, advising him when further inquiry may be made.

Complete duplicate of part II and place in your closed files, so that any subsequent inquiry may be completed and sent overseas.

PS Form 565

PS Form 565, Application for Indemnity for Registered Mail (fig 14-2), is used when the sender desires to submit a claim when loss or damage of registered mail has been established. PS Form 565 is also used for inquiries for registered mail to or from military post offices outside the continental United States.

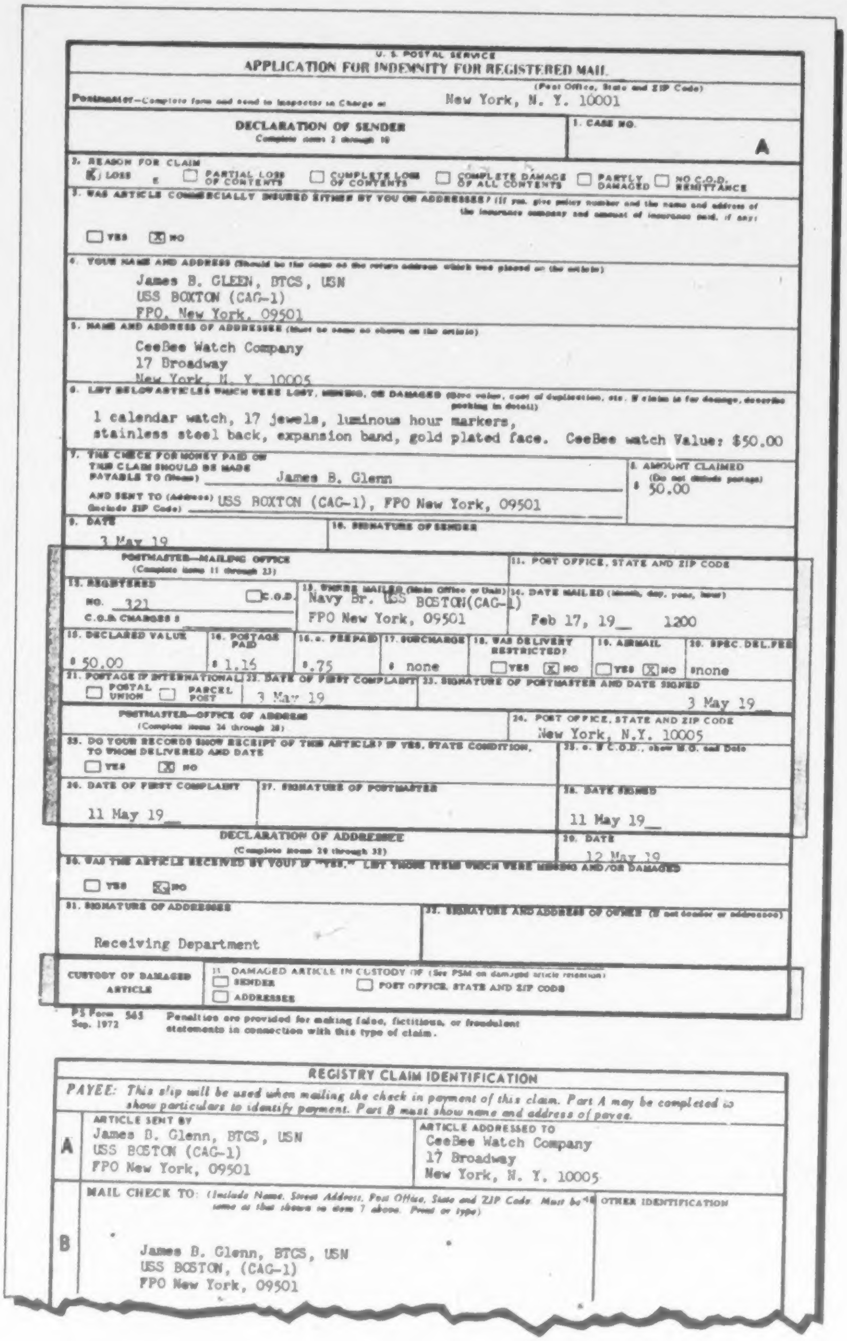
PS Form 565 is divided into five parts, as follows:

- Declaration of Sender
- Declaration of Postmaster–Mailing Office
- Declaration of Postmaster–Office of Address
- Declaration of Addressee
- Registry Claim Identification

When claims originate at your office, have the sender furnish information to complete the declaration of the sender (items 2 through 10 on the form), and you fill out the declaration of postmaster–mailing office (items 11 through 23). The declaration of sender section describes in detail the contents of the lost or damaged article, the value of the contents, and to whom indemnity should be paid. The sender certifies that the information is correct by placing his signature at the bottom of the section (item 10). Before he signs, be sure to call his attention to the statement on the form about the penalties for making false, fictitious, or fraudulent statements in connection with claims for indemnity on United States mail. Before the sender leaves the post office, check the indemnity application to ensure that all questions have been fully and clearly answered. The completed application is sent to the applicable postmaster at New York or San Francisco for processing. The applicable postmaster forwards the Form 565 to the accountable postmaster for final payment or other disposition.

Claims on registered mail must be filed within one year from the date of mailing. Unless the delay is unavoidable and is not due to the fault of the claimant, claims which are started later than one year from the date of mailing will not be allowed. If the delay in submission of the claim is unavoidable, and is not due to the fault of the claimant, include a signed statement to this effect, explaining the causes or the reasons for the delay. As discussed later in this chapter, before you send out the forms be sure to record the claim in your post office records.

When claims for lost or damaged articles addressed to your office are received, fill out the declaration of postmaster for the office of address (items 24 through 28 on the form), and obtain the declaration of the addressee (items 29 through 32). Check your post office records to find out whether or not the article was received and, if received, whether or not it was delivered, forwarded, or returned to the sender. Usually in case of loss, there is no record of the article at your office. Have the addressee come to the office and obtain from him the declaration that the article was not received or that it arrived in damaged condition, as the case may be. Direct his attention to the statement about penalties for making false, fictitious, or fraudulent statements in connection with the claim, and then obtain his signature signifying that the information on the application is correct. Upon completion of the application, return it to the postmaster at the port post office (New York,



U. S. POSTAL SERVICE

APPLICATION FOR INDEMNITY FOR REGISTERED MAIL

Postmaster—Complete form and send to Inspector in Charge at (Post Office, State and ZIP Code) New York, N. Y. 10001

DECLARATION OF SENDER
Complete items 2 through 10

1. CASE NO. A

2. REASON FOR CLAIM
☒ LOSS ☐ PARTIAL LOSS OF CONTENTS ☐ COMPLETE LOSS OF CONTENTS ☐ COMPLETE DAMAGE OF ALL CONTENTS ☐ PARTLY DAMAGED ☐ NO C.O.D. REMITTANCE

3. WAS ARTICLE COMMERCIALLY INSURED EITHER BY YOU OR ADDRESSEE? (If yes, give policy number and the name and address of the insurance company and amount of insurance paid, if any)
☐ YES ☒ NO

4. YOUR NAME AND ADDRESS (Should be the same as the return address which was placed on the article)
James B. GLEEN, BTCS, USN
USS BOXTON (CAG-1)
FPO, New York, 09501

5. NAME AND ADDRESS OF ADDRESSEE (Must be same as shown on the article)
CeeBee Watch Company
17 Broadway
New York, N. Y. 10005

6. LIST BELOW ARTICLES WHICH WERE LOST, MISSING, OR DAMAGED (Give value, cost of duplication, etc. If claim is for damage, describe packing in detail)
1 calendar watch, 17 jewels, luminous hour markers, stainless steel back, expansion band, gold plated face. CeeBee watch Value: $50.00

7. THE CHECK FOR MONEY PAID ON THIS CLAIM SHOULD BE MADE PAYABLE TO (Name) James B. Glenn
AND SENT TO (Address) (Include ZIP Code) USS BOXTON (CAG-1), FPO New York, 09501

8. AMOUNT CLAIMED (Do not include postage) $ 50.00

9. DATE 3 May 19

10. SIGNATURE OF SENDER

POSTMASTER—MAILING OFFICE
(Complete items 11 through 23)

11. POST OFFICE, STATE AND ZIP CODE

12. REGISTERED NO. 321 ☐ C.O.D.
C.O.D. CHARGES $

13. WHERE MAILED (Main Office or Unit) Navy Br. USS BOSTON(CAG-1) FPO New York, 09501

14. DATE MAILED (month, day, year, hour) Feb 17, 19__ 1200

15. DECLARED VALUE	16. POSTAGE PAID	16.a. FEE PAID	17. SURCHARGE	18. WAS DELIVERY RESTRICTED?	19. AIRMAIL	20. SPEC. DEL. FEE
$ 50.00	$ 1.16	$ .75	$ none	☐ YES ☒ NO	☐ YES ☒ NO	$ none

21. POSTAGE IF INTERNATIONAL ☐ POSTAL UNION ☐ PARCEL POST

22. DATE OF FIRST COMPLAINT 3 May 19

23. SIGNATURE OF POSTMASTER AND DATE SIGNED 3 May 19

POSTMASTER—OFFICE OF ADDRESS
(Complete items 24 through 28)

24. POST OFFICE, STATE AND ZIP CODE New York, N.Y. 10005

25. DO YOUR RECORDS SHOW RECEIPT OF THIS ARTICLE? IF YES, STATE CONDITION, TO WHOM DELIVERED AND DATE
☐ YES ☒ NO

25. a. If C.O.D., show M.O. and Date

26. DATE OF FIRST COMPLAINT 11 May 19__

27. SIGNATURE OF POSTMASTER

28. DATE SIGNED 11 May 19__

DECLARATION OF ADDRESSEE
(Complete items 29 through 32)

29. DATE 12 May 19

30. WAS THE ARTICLE RECEIVED BY YOU? IF "YES," LIST THOSE ITEMS WHICH WERE MISSING AND/OR DAMAGED
☐ YES ☒ NO

31. SIGNATURE OF ADDRESSEE
Receiving Department

32. SIGNATURE AND ADDRESS OF OWNER (If not sender or addressee)

CUSTODY OF DAMAGED ARTICLE
33. DAMAGED ARTICLE IN CUSTODY OF (See PSM on damaged article retention)
☐ SENDER
☐ ADDRESSEE
☐ POST OFFICE, STATE AND ZIP CODE

PS Form 565
Sep. 1972

Penalties are provided for making false, fictitious, or fraudulent statements in connection with this type of claim.

REGISTRY CLAIM IDENTIFICATION

PAYEE: This slip will be used when mailing the check in payment of this claim. Part A may be completed to show particulars to identify payment. Part B must show name and address of payee.

A

ARTICLE SENT BY
James B. Glenn, BTCS, USN
USS BOSTON (CAG-1)
FPO New York, 09501

ARTICLE ADDRESSED TO
CeeBee Watch Company
17 Broadway
New York, N. Y. 10005

B

MAIL CHECK TO: (Include Name, Street Address, Post Office, State and ZIP Code. Must be same as that shown in item 7 above. Print or type)
James B. Glenn, BTCS, USN
USS BOSTON, (CAG-1)
FPO New York, 09501

OTHER IDENTIFICATION

Figure 14-2.—PS Form 565, Application for Indemnity for Registered Mail.

60.91

San Francisco, or Seattle) from which it was received.

If the addressee is no longer attached to your ship or station, fill out only the declaration by the postmaster at the office of address. Send the application to the new post office of the addressee, as shown in your directory records. Notify the originating office by memorandum of such action when taken.

PS Form 3812

As you can see from the Form 3812 (fig. 14-3) it is quite self-explanatory. When you fill in the blocks required for the post office and the customer completes the blocks labeled customer, you should encounter no problems. If you should have any questions in completing the form, refer to part 164 of the Postal Service Manual, which outlines all the necessary steps to take. It is a good idea to use the Postal Service Manual the first few times you accept a claim to ensure that the claim is complete and correct, and the customer will experience no delay in receiving payment.

Information Required With Claims

Evidence that the mail was either registered, insured, or sent COD must be submitted with PS Form 565, or PS Form 3812. The only acceptable evidence includes either:

- The original insurance receipt issued at time of mailing,

or

- The wrapper of the article concerned, if it has the name and address of both the mailer and the addressee, and the appropriate insurance endorsement.

PS Form 3812, Request for Payment of Domestic Postal Insurance, is a four part, snap-out set of forms. The original copy is the initial Form 3812, copies 2 and 3 are Form 1510-A, Inquiry for the Loss or Rifling of Mail Matter; and copy 4 is Form 3841, Post Office Record of Claim.

PS Form 3812 is used for the loss or damage of insured or COD mail. This form may be filed either by the sender or the addressee, at any military post office, civil post office, classified branch, or station. If the claim being filed is for a piece of mail which has been lost, it may not be accepted for processing until 30 days after the date of mailing. If it is being filed for a damaged article, it may be accepted immediately. But in no case may you accept a claim which is being filed after one year from the date of mailing, unless the claimant can establish that the delay was not his fault. If you are in doubt as to whose fault it may have been for the late filing, accept the claim and outline the details for postal data center evaluation.

The claimant must make a definite statement of PS Form 3812 showing the actual value of lost or irreparably damaged articles, or the cost of repairing partially damaged articles. Allowance must be made for any depreciation due to age or wear, or for repairs needed at the time of shipment. Statements of the value of lost or completely damaged articles should be supported by receipted bills or invoices, where practicable. In the case of articles which can be repaired, a receipted bill for repairs already made, or an estimate of the cost of repairs obtained from a reliable repairman, must accompany the claim.

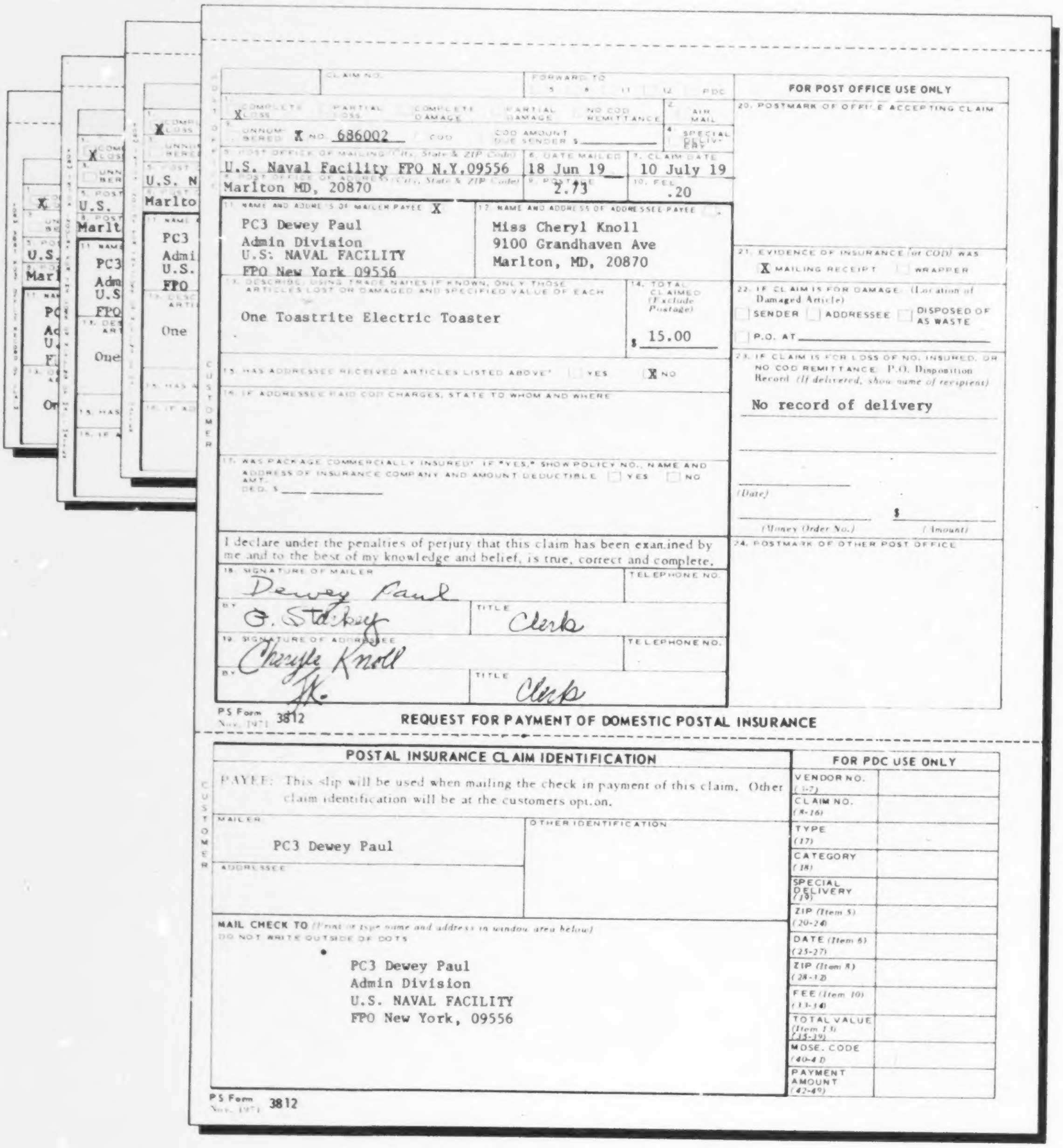
Holding Damaged Articles

When a claim is filed at your office either for the full value of a completely damaged article having a salvage value, or for the replacement of a reparable article, take the article when you process the claim. Hold it for instructions from the certifying postmaster as to its disposition, in order that any salvage value may be realized by the postal service if the claim is paid. PS Form 3812, item 22, must show who has possession of the article.

Submissions of Claims

If either the sender or the addressee is aboard ship or at an overseas station, special instructions for submission of claims will apply. If the article was mailed to an overseas or shipboard post office, send the claim to the postmaster at the port post office named in the address on the

BEST COPY AVAILABLE



POST OFFICE

CLAIM NO.

FORWARD TO ☐ 5 ☐ 8 ☐ 11 ☐ 12 ☐ PDC

1. ☒ COMPLETE LOSS ☐ PARTIAL LOSS ☐ COMPLETE DAMAGE ☐ PARTIAL DAMAGE ☐ NO COD REMITTANCE

2. ☐ AIR MAIL

3. ☐ UNNUMBERED ☒ NO. 686002 ☐ COD COD AMOUNT DUE SENDER $________

4. ☐ SPECIAL DELIVERY

5. POST OFFICE OF MAILING (City, State & ZIP Code): U.S. Naval Facility FPO N.Y.09556

6. DATE MAILED: 18 Jun 19__

7. CLAIM DATE: 10 July 19

8. POST OFFICE OF ADDRESS (City, State & ZIP Code): Marlton MD, 20870

9. POSTAGE: 2.73

10. FEE: .20

CUSTOMER

11. NAME AND ADDRESS OF MAILER PAYEE ☒

PC3 Dewey Paul
Admin Division
U.S: NAVAL FACILITY
FPO New York 09556

12. NAME AND ADDRESS OF ADDRESSEE PAYEE ☐

Miss Cheryl Knoll
9100 Grandhaven Ave
Marlton, MD, 20870

13. DESCRIBE, USING TRADE NAMES IF KNOWN, ONLY THOSE ARTICLES LOST OR DAMAGED AND SPECIFIED VALUE OF EACH

One Toastrite Electric Toaster

14. TOTAL CLAIMED (Exclude Postage) $ 15.00

15. HAS ADDRESSEE RECEIVED ARTICLES LISTED ABOVE? ☐ YES ☒ NO

16. IF ADDRESSEE PAID COD CHARGES, STATE TO WHOM AND WHERE

17. WAS PACKAGE COMMERCIALLY INSURED? IF "YES," SHOW POLICY NO., NAME AND ADDRESS OF INSURANCE COMPANY AND AMOUNT DEDUCTIBLE ☐ YES ☐ NO
AMT. DED. $________

I declare under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief, is true, correct and complete.

18. SIGNATURE OF MAILER: Dewey Paul

TELEPHONE NO.

BY: G. Stackey TITLE: Clerk

19. SIGNATURE OF ADDRESSEE: Cheryle Knoll

TELEPHONE NO.

BY: JK. TITLE: Clerk

FOR POST OFFICE USE ONLY

20. POSTMARK OF OFFICE ACCEPTING CLAIM

21. EVIDENCE OF INSURANCE (or COD) WAS ☒ MAILING RECEIPT ☐ WRAPPER

22. IF CLAIM IS FOR DAMAGE: (Location of Damaged Article)
☐ SENDER ☐ ADDRESSEE ☐ DISPOSED OF AS WASTE
☐ P.O. AT ________

23. IF CLAIM IS FOR LOSS OF NO. INSURED, OR NO COD REMITTANCE: P.O. Disposition Record (If delivered, show name of recipient)

No record of delivery

____
(Date)

________ $________
(Money Order No.) (Amount)

24. POSTMARK OF OTHER POST OFFICE

PS Form 3812 Nov. 1971 **REQUEST FOR PAYMENT OF DOMESTIC POSTAL INSURANCE**

POSTAL INSURANCE CLAIM IDENTIFICATION

CUSTOMER

PAYEE: This slip will be used when mailing the check in payment of this claim. Other claim identification will be at the customers option.

MAILER: PC3 Dewey Paul

ADDRESSEE

OTHER IDENTIFICATION

MAIL CHECK TO (Print or type name and address in window area below)
DO NOT WRITE OUTSIDE OF DOTS

PC3 Dewey Paul
Admin Division
U.S. NAVAL FACILITY
FPO New York, 09556

FOR PDC USE ONLY	
VENDOR NO. (1-7)	
CLAIM NO. (8-16)	
TYPE (17)	
CATEGORY (18)	
SPECIAL DELIVERY (19)	
ZIP (Item 5) (20-24)	
DATE (Item 6) (25-27)	
ZIP (Item 8) (28-32)	
FEE (Item 10) (33-34)	
TOTAL VALUE (Item 13) (35-39)	
MDSE. CODE (40-41)	
PAYMENT AMOUNT (42-49)	

PS Form 3812 Nov. 1971

60.92

Figure 14-3.–PS Form 3812, Request for Payment of Postal Insurance.

mail. If the article was mailed from an overseas or shipboard post office, send the claim to the postmaster at the port post office in the return address on the mail (in either case, New York, San Francisco, or Seattle).

Action on Claims

Claims for articles mailed to or from overseas or shipboard Navy post offices are forwarded to and adjudicated by the postmaster at the port post office named in either the sender's return address or the mailing address on the mail. The port postmaster will administratively certify the claim for payment, or disallow it.

If the port postmaster certifies the claim for payment, it is forwarded to the accountable postmaster, who in this case is Postmaster, New York, N.Y. The accountable postmaster forwards the claim to his regional controller, who prepares the check and forwards it to the payee.

Disallowed claims are sent to the postmaster at the post office where the claimant (designated payee) is located, stating the reason for disallowance. If the claimant protests disallowance and furnishes additional evidence justifying certification for payment, the claim may be resubmitted.

Deficient Claims

If a claim is incomplete in a vital respect, it will be returned for completion. Some examples of vital deficiencies are:

- No evidence of insurance presented.
- Amount of insurance claimed is not shown, or amount claimed exceeds the maximum for the fee paid.
- Failure to obtain signature or statement of addressee when required.
- Explanation not furnished with claim filed more than one year from date of mailing.
- Full amount claimed for repairable damaged article, but valid reason not shown for only claiming cost of repairs. Among acceptable reasons are:

1. Article mailed by firm (payee) which cannot properly sell repaired merchandise.
2. Anticipated prolonged delay in having repair made.
3. Nonavailability of repair facilities locally, and prospect of additional damage if shipped elsewhere for repair.

If a claim is returned for completion, its processing will be considerably delayed, which will result in the parties to the claim being without the use of the article, and without the payment to replace the article. Don't let an oversight or negligence cause any of your claims to be returned.

Payable Claims

Postal insurance within the amount covered by the fee paid, is payable for:

- The actual value of lost articles.
- The cost of repairing a damaged article or the cost of replacing a totally damaged article. In either case, the cost must not exceed the actual value of the article.
- Perishable matter which was properly prepared for mailing but was delivered in a spoiled or deteriorated condition due to the fault of the postal service.
- The cost of duplicating valuable papers. The fee paid to an attorney to obtain duplication of such papers may be included. If a valuable paper cannot be duplicated, the original cost may be paid.
- Postage (not fee) paid for replacement of damaged articles or for sending damaged articles for repairs.

Nonpayable Claims

Instructions given in earlier sections of this chapter make it clear that payment is not made at any time in excess of the value of the article concerned or in excess of the maximum amount covered by the fee paid by the sender.

In addition, payment is not made under the following conditions:

- For the loss or rifling of, or damage to any matter which was not rightfully in the mails, i.e., a person could not claim indemnity for a bottle of whiskey broken in the mail.

- When the sender knowingly and willfully failed to state at the time of mailing the full value of registered mail.
- For the loss or rifling of, or damage to any article having no intrinsic value.
- For the loss or rifling of, or damage to any article remailed after proper delivery, unless the article was re-registered or reinsured after delivery, and evidence established that loss, rifling, or damage occurred in the postal service.
- For the loss resulting from delay to a registered article; for example, if the market value suddenly dropped on stock which was delayed in the mail.
- For damage due to insufficient or improper packing.
- When evidence of insurance coverage has not been presented.
- For abrasion, scarring, or scraping of suitcases, handbags, and the like, unless the articles were adequately wrapped or boxed. You should inform patrons of this whenever such articles are presented for mailing.
- For damage to fragile-type phonograph records. You should inform the patron that these records can be insured only for loss, vice damage and that indemnity will be paid only in case of complete loss.
- For loss of rifling of, or damage to matter sent as insured mail and sent to prospective purchasers who have not ordered such matter or authorized its sending.
- Requests that are filed more than one year from the date the article was mailed, unless established that the delay was not the fault of the claimant.

Responsibilities of Navy and U.S. Postal Service

The U.S. Postal Service pays claims for losses attributable to negligence or misconduct on the part of Navy Postal Clerks. The U.S. Postal Service then presents a claim for reimbursement to the Chief of Naval Operations for review and forwarding to the Judge Advocate General of the Navy. The Department of the Navy reimburses the U.S. Postal Service for such losses. The financial responsibility of the U.S. Postal Service ceases when registered or insured mail is delivered to authorized Navy mail orderlies, the addressee, or his authorized representative.

RECORDS AND FOLLOWUP

To prevent duplicate claims, and to help prevent delivery of articles for which indemnity has been paid, you must maintain a record of each claim and inquiry handled by your post office. This record of claims and inquiries processed is maintained on DD Form 450, Record of Postal Claims (fig.14-4), or PS Form 3841, Record of Post Office Claims. When properly completed, the record will show all information pertinent to the investigation and final disposition of the papers related to the claim or inquiry. If it is desirable to add more information than space on the form permits, use blank cards or make reference to your files, as necessary. The completed forms are filed in alphabetical order according to the names of the senders of the articles. Retain the completed claims records for a period of two years.

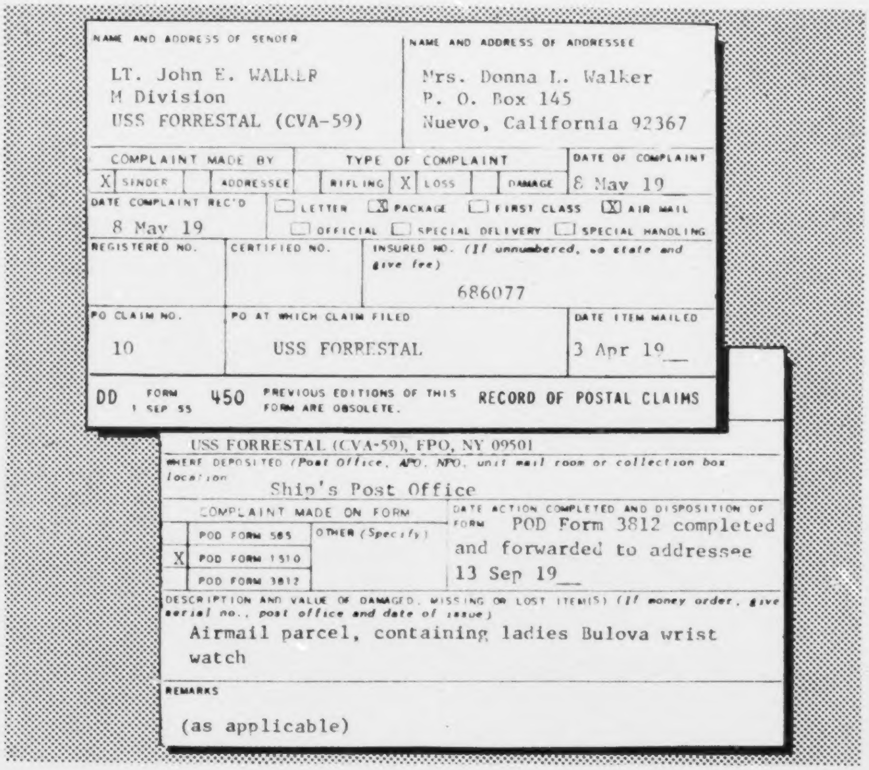
If a reply to an inquiry or claim has not been received within a reasonable time, a followup should be initiated.

PS Form 3819

PS Form 3819 Followup on Patron Claim (fig. 14-5), may be sent to the appropriate postmaster when the following conditions have been met:

- The sender, addressee, owner, or payee must have made an inquiry as to the reason for failure to be informed of final disposition of the claim; and
- A reasonable time, not less than 30 days, must have elapsed since the claim was sent to another office.

The followup, giving full particulars of the article for which claim was made, is sent to the postmaster to whom the claim was sent. If no reply is received after 15 days, report the matter to your accountable postmaster, who will determine whether a duplicate claim should be started. DO NOT start a duplicate claim unless instructed to do so by the accountable postmaster. If a duplicate claim is started, endorse PS



NAME AND ADDRESS OF SENDER

LT. John E. WALKER
M Division
USS FORRESTAL (CVA-59)

NAME AND ADDRESS OF ADDRESSEE

Mrs. Donna L. Walker
P. O. Box 145
Nuevo, California 92367

COMPLAINT MADE BY: X SENDER ☐ ADDRESSEE

TYPE OF COMPLAINT: ☐ RIFLING X LOSS ☐ DAMAGE

DATE OF COMPLAINT: 8 May 19__

DATE COMPLAINT REC'D: 8 May 19

☐ LETTER ☒ PACKAGE ☐ FIRST CLASS ☒ AIR MAIL ☐ OFFICIAL ☐ SPECIAL DELIVERY ☐ SPECIAL HANDLING

REGISTERED NO.:

CERTIFIED NO.:

INSURED NO. *(If unnumbered, so state and give fee)*: 686077

PO CLAIM NO.: 10

PO AT WHICH CLAIM FILED: USS FORRESTAL

DATE ITEM MAILED: 3 Apr 19__

DD FORM 1 SEP 55 450 PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE. RECORD OF POSTAL CLAIMS

USS FORRESTAL (CVA-59), FPO, NY 09501

WHERE DEPOSITED *(Post Office, APO, NPO, unit mail room or collection box location*: Ship's Post Office

COMPLAINT MADE ON FORM: ☐ POD FORM 565 X POD FORM 1510 ☐ POD FORM 3812 OTHER *(Specify)*

DATE ACTION COMPLETED AND DISPOSITION OF FORM: POD Form 3812 completed and forwarded to addressee 13 Sep 19__

DESCRIPTION AND VALUE OF DAMAGED, MISSING OR LOST ITEM(S) *(If money order, give serial no., post office and date of issue)*: Airmail parcel, containing ladies Bulova wrist watch

REMARKS: (as applicable)

60.93

Figure 14-4.—DD Form 450, Record of Postal Claims.

Form 3812, "DUPLICATE." Also endorse your claims record to show that the duplicate claim was started, and the date.

If a PS Form 3819 is addressed to your office requesting information concerning the status of a pending claim, forward it promptly to your accountable postmaster. Notify the postmaster who started the followup to this effect. If the claim is still on hand, immediately expedite its processing and forwarding, and send a memorandum to the postmaster who started the followup, informing him of the present status of the claim.

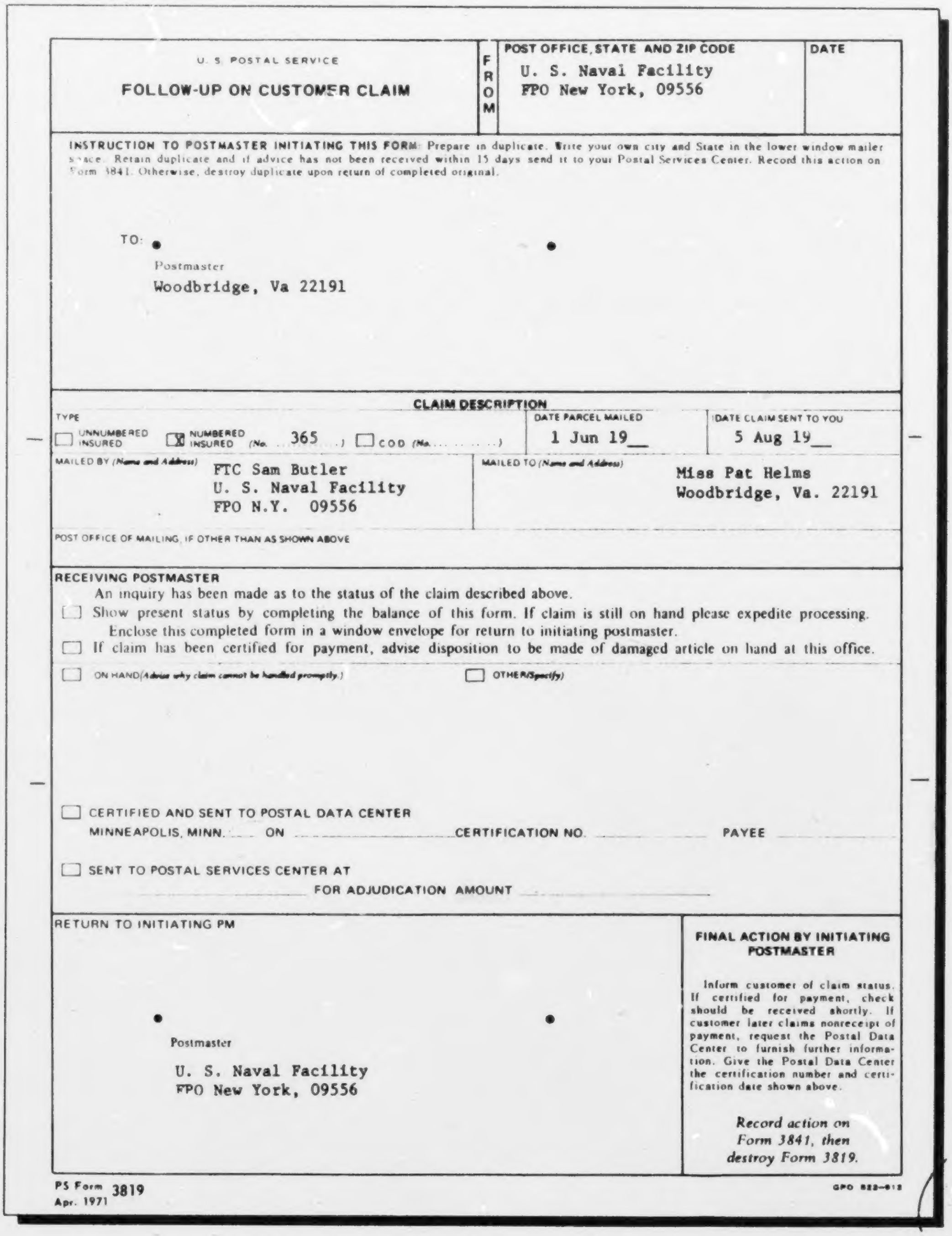
Articles Recovered After Payment

When a lost registered, insured, or COD article is recovered, the payee who received the indemnity payment may accept the article and reimburse the Postal Service for the full amount paid if the article is undamaged. If the article is damaged, has depreciated in value, or if the contents are not intact, the payee may make reimbursement in such amount as may be determined equitable by the U.S. Postal Service. Consult your accountable postmaster for assistance in handling such reimbursements, either complete or partial.

INTERNATIONAL MAIL

Up to this point we have dealt with domestic mail. The rest of the chapter covers inquiries, complaints, and claims for international mail.

Navy Postal Clerks should urge patrons to report losses, non-delivery, or mistreatment of



U. S. POSTAL SERVICE

FOLLOW-UP ON CUSTOMER CLAIM

FROM POST OFFICE, STATE AND ZIP CODE
U. S. Naval Facility
FPO New York, 09556

DATE

INSTRUCTION TO POSTMASTER INITIATING THIS FORM: Prepare in duplicate. Write your own city and State in the lower window mailer space. Retain duplicate and if advice has not been received within 15 days send it to your Postal Services Center. Record this action on Form 3841. Otherwise, destroy duplicate upon return of completed original.

TO: ● ●
Postmaster
Woodbridge, Va 22191

CLAIM DESCRIPTION

TYPE
☐ UNNUMBERED INSURED ☒ NUMBERED INSURED *(No.* 365 *)* ☐ COD *(No. . . . .)*

DATE PARCEL MAILED 1 Jun 19__

DATE CLAIM SENT TO YOU 5 Aug 19__

MAILED BY *(Name and Address)*
FTC Sam Butler
U. S. Naval Facility
FPO N.Y. 09556

MAILED TO *(Name and Address)*
Miss Pat Helms
Woodbridge, Va. 22191

POST OFFICE OF MAILING, IF OTHER THAN AS SHOWN ABOVE

RECEIVING POSTMASTER

An inquiry has been made as to the status of the claim described above.

☐ Show present status by completing the balance of this form. If claim is still on hand please expedite processing. Enclose this completed form in a window envelope for return to initiating postmaster.

☐ If claim has been certified for payment, advise disposition to be made of damaged article on hand at this office.

☐ ON HAND *(Advise why claim cannot be handled promptly.)* ☐ OTHER *(Specify)*

☐ CERTIFIED AND SENT TO POSTAL DATA CENTER
MINNEAPOLIS, MINN. ON ________ CERTIFICATION NO. ________ PAYEE ________

☐ SENT TO POSTAL SERVICES CENTER AT
________ FOR ADJUDICATION AMOUNT ________

RETURN TO INITIATING PM

● ●
Postmaster
U. S. Naval Facility
FPO New York, 09556

FINAL ACTION BY INITIATING POSTMASTER

Inform customer of claim status. If certified for payment, check should be received shortly. If customer later claims nonreceipt of payment, request the Postal Data Center to furnish further information. Give the Postal Data Center the certification number and certification date shown above.

Record action on Form 3841, then destroy Form 3819.

PS Form 3819
Apr. 1971

GPO [illegible]

60.94

Figure 14-5.—PS Form 3819, Followup on Patron Claim.

international mail, as these reports, like those about domestic mail, may serve to improve the postal service. They should be promptly accepted and reported in accordance with regulations. All categories of international mail claims are accepted within one year, counting from the day following the date of mailing.

If an article has failed to reach the addressee within a reasonable time, you should, upon request, institute an inquiry. Inquiry may be made even though the article was mailed in another country, with the exception of registered mail.

Charges for Inquiries

The current charge for a routine inquiry is 30 cents. Postage stamps to cover the fee should be affixed to the inquiry form and canceled. The inquiry or complaint is transmitted by airmail, where practicable.

No charge is made for an inquiry or complaint concerning the nondelivery of a piece of international mail if the sender has failed to receive a return receipt for which the required fee was paid, or if he can show that loss or other irregularity has occurred apparently through fault of the Postal Service.

Only one fee should be collected for inquiries or requests for information concerning several articles mailed simultaneously by the same sender to the same addressee.

Telegraph or cable charges must be paid by the sender before transmission of inquiries, if he desires such service.

PROCESSING

How you process claims or inquiries on international mail depends on where the article was mailed—IN the United States or TO the United States. The form you use depends on the type of mail and the country with which you are dealing.

Mail Exchanged With Canada

REGISTERED AND ORDINARY. Inquiries as to disposition or complaints of loss are reported on PS Form 1510 (fig. 14-1). If the article was mailed in the United States, the dispatch particulars should be entered on the back of PS Form 1510. The form itself is mailed to the postmaster at the office of address in Canada.

For inquiries on articles mailed TO the United States, the PS Form 1510 is sent to the postmaster at the office of mailing in Canada. If the registry receipt is not available, ask the complainant to have inquiry made at the office of mailing.

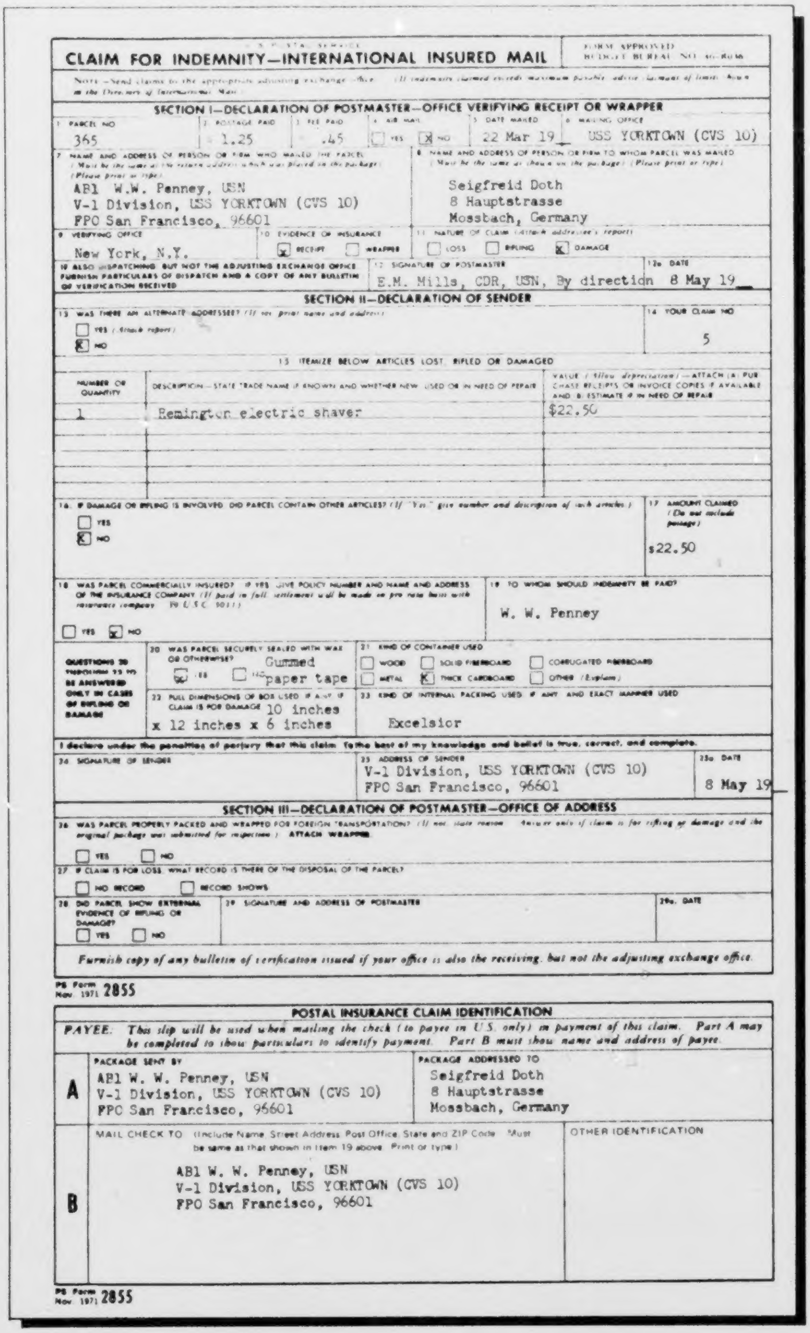
Complaints of rifling, damage, delay, or wrong delivery are reported on PS Form 1510, suitably altered. The forms are sent to the Postmaster, Chicago, Illinois 60607, with the envelope or wrapper, if available. This applies to articles mailed IN and TO the United States.

Post offices return Canadian inquiries, appropriately endorsed with their findings, to the point in Canada from which received. If loss of mail to or from Canada is disclosed, report the matter on PS Form 1510 to the Postmaster, Chicago, Illinois 60607. In the case of mail from Canada, the necessary information should be obtained from the Canadian inquiry form before it is returned.

INSURED PARCELS. Inquiries and complaints concerning articles mailed IN the United States are filed on PS Form 2855 (fig. 14-6). For inquiry as to disposition, the form is sent to the postmaster at the office of address in Canada. If delivery is disclosed, the endorsed form is returned to the office of mailing so that the sender may be informed accordingly and the case closed. If loss, rifling, or damage is disclosed, Canadian officials send PS Form 2855 to the Postmaster, Chicago, Illinois 60607. Should a form, disclosing loss, rifling, or damage, be sent by mistake to the office of mailing, send it promptly to the postmaster in Chicago.

For complaints of loss, rifling, damage, delay, or wrong delivery, PS Form 2855 should be completed and sent to the Postmaster, Chicago, Illinois 60607. Correspondence received by the sender from the addressee, and wrapper if available, should be enclosed with the form.

If application for indemnity is received on Canadian Form 43A, bearing information supplied by the addressee and the Canadian Postal Service for damage or rifling, complete the Form



U.S. POSTAL SERVICE

CLAIM FOR INDEMNITY—INTERNATIONAL INSURED MAIL

FORM APPROVED
BUDGET BUREAU NO. [illegible]

NOTE.—Send claims to the appropriate adjusting exchange office. (If indemnity claimed exceeds maximum payable, advise claimant of limits shown in the Directory of International Mail.)

SECTION I—DECLARATION OF POSTMASTER—OFFICE VERIFYING RECEIPT OR WRAPPER

1. PARCEL NO: 365
2. POSTAGE PAID: $ 1.25
3. FEE PAID: $ .45
4. AIR MAIL: ☐ YES ☒ NO
5. DATE MAILED: 22 Mar 19__
6. MAILING OFFICE: USS YORKTOWN (CVS 10)

7. NAME AND ADDRESS OF PERSON OR FIRM WHO MAILED THE PARCEL (Must be the same as the return address which was placed on the package) (Please print or type)

AB1 W.W. Penney, USN
V-1 Division, USS YORKTOWN (CVS 10)
FPO San Francisco, 96601

8. NAME AND ADDRESS OF PERSON OR FIRM TO WHOM PARCEL WAS MAILED (Must be the same as shown on the package) (Please print or type)

Seigfreid Doth
8 Hauptstrasse
Mossbach, Germany

9. VERIFYING OFFICE: New York, N.Y.
10. EVIDENCE OF INSURANCE: ☒ RECEIPT ☐ WRAPPER
11. NATURE OF CLAIM (Attach addressee's report): ☐ LOSS ☐ RIFLING ☒ DAMAGE

IF ALSO DISPATCHING BUT NOT THE ADJUSTING EXCHANGE OFFICE FURNISH PARTICULARS OF DISPATCH AND A COPY OF ANY BULLETIN OF VERIFICATION RECEIVED

12. SIGNATURE OF POSTMASTER: E.M. Mills, CDR, USN, By direction
12a. DATE: 8 May 19__

SECTION II—DECLARATION OF SENDER

13. WAS THERE AN ALTERNATE ADDRESSEE? (If yes, print name and address)
☐ YES (Attach report)
☒ NO

14. YOUR CLAIM NO: 5

15. ITEMIZE BELOW ARTICLES LOST, RIFLED OR DAMAGED

NUMBER OR QUANTITY	DESCRIPTION—STATE TRADE NAME IF KNOWN AND WHETHER NEW, USED OR IN NEED OF REPAIR	VALUE (Allow depreciation)—ATTACH (A) PURCHASE RECEIPTS OR INVOICE COPIES IF AVAILABLE AND (B) ESTIMATE IF IN NEED OF REPAIR
1	Remington electric shaver	$22.50

16. IF DAMAGE OR RIFLING IS INVOLVED, DID PARCEL CONTAIN OTHER ARTICLES? (If "Yes," give number and description of such articles.)
☐ YES
☒ NO

17. AMOUNT CLAIMED (Do not include postage): $22.50

18. WAS PARCEL COMMERCIALLY INSURED? IF YES, GIVE POLICY NUMBER AND NAME AND ADDRESS OF THE INSURANCE COMPANY (If paid in full, settlement will be made on pro rata basis with insurance company. 39 U.S.C. 5011)
☐ YES ☒ NO

19. TO WHOM SHOULD INDEMNITY BE PAID? W. W. Penney

QUESTIONS 20 THROUGH 23 TO BE ANSWERED ONLY IN CASES OF RIFLING OR DAMAGE

20. WAS PARCEL SECURELY SEALED WITH WAX OR OTHERWISE? ☒ YES ☐ NO Gummed paper tape
21. KIND OF CONTAINER USED: ☐ WOOD ☐ SOLID FIBERBOARD ☐ CORRUGATED FIBERBOARD ☐ METAL ☒ THICK CARDBOARD ☐ OTHER (Explain)
22. FULL DIMENSIONS OF BOX USED, IF ANY, IF CLAIM IS FOR DAMAGE: 10 inches x 12 inches x 6 inches
23. KIND OF INTERNAL PACKING USED, IF ANY, AND EXACT MANNER USED: Excelsior

I declare under the penalties of perjury that this claim, to the best of my knowledge and belief is true, correct, and complete.

24. SIGNATURE OF SENDER:
25. ADDRESS OF SENDER: V-1 Division, USS YORKTOWN (CVS 10)
FPO San Francisco, 96601
25a. DATE: 8 May 19__

SECTION III—DECLARATION OF POSTMASTER—OFFICE OF ADDRESS

26. WAS PARCEL PROPERLY PACKED AND WRAPPED FOR FOREIGN TRANSPORTATION? (If not, state reason. Answer only if claim is for rifling or damage and the original package was submitted for inspection.) ATTACH WRAPPER.
☐ YES ☐ NO

27. IF CLAIM IS FOR LOSS, WHAT RECORD IS THERE OF THE DISPOSAL OF THE PARCEL?
☐ NO RECORD ☐ RECORD SHOWS

28. DID PARCEL SHOW EXTERNAL EVIDENCE OF RIFLING OR DAMAGE? ☐ YES ☐ NO
29. SIGNATURE AND ADDRESS OF POSTMASTER:
29a. DATE:

Furnish copy of any bulletin of verification issued if your office is also the receiving, but not the adjusting exchange office.

PS Form 2855 Nov. 1971

POSTAL INSURANCE CLAIM IDENTIFICATION

PAYEE: This slip will be used when mailing the check (to payee in U.S. only) in payment of this claim. Part A may be completed to show particulars to identify payment. Part B must show name and address of payee.

A

PACKAGE SENT BY
AB1 W. W. Penney, USN
V-1 Division, USS YORKTOWN (CVS 10)
FPO San Francisco, 96601

PACKAGE ADDRESSED TO
Seigfreid Doth
8 Hauptstrasse
Mossbach, Germany

B

MAIL CHECK TO (Include Name, Street Address, Post Office, State and ZIP Code. Must be same as that shown in Item 19 above. Print or type.)
AB1 W. W. Penney, USN
V-1 Division, USS YORKTOWN (CVS 10)
FPO San Francisco, 96601

OTHER IDENTIFICATION

PS Form 2855 Nov. 1971

60.57

Figure 14-6.—PS Form 2855, Claim for Indemnity—International Insured Mail.

43A, in lieu of Form 2855, and forward to the Postmaster, Chicago, Illinois 60607.

If a complaint of loss, rifling, damage, delay, or wrong delivery originates in the United States, (on an article mailed TO the U.S.), complete PS Form 1510 and send parts II and III of the original to the postmaster at the mailing office in Canada with the packing of the parcel if available. If the packing has been destroyed or otherwise disposed of, the complaint is endorsed accordingly. If complaint is of loss or rifling, send a copy of part II (PS Form 1510), endorsed to show disposition of the original, to the postal inspector in charge of the division located in the office of destination.

On receipt of a Canadian indemnity form, it must be properly completed and returned to the Canadian District Director of Postal Service from whom the form was received. If obtainable in cases of rifling or damage, the packing of the parcels is transmitted to the Canadian Administration with the indemnity form. If the packing has been destroyed or otherwise disposed of, the form is endorsed accordingly.

Mail Exchanged With Countries Other Than Canada

REGISTERED MAIL. Inquiries and complaints are reported on PS Form 542 for articles mailed IN or TO the United States. If the article was mailed in the United States, insert particulars of dispatch from the office of mailing on the form and send it to the postmaster at the appropriate adjusting exchange office. The exchange offices are shown in Part 722, Pub 42, International Mail and in OPNAVINST 2700.14, U.S. Navy Postal Instructions, Appendix C. The envelope or wrapper should be enclosed with the form if it is available (see fig. 14-7).

If the article was mailed TO the United States, the registry receipt, and the envelope or wrapper, if available, should be sent along with the form to the appropriate adjusting exchange office. If the registry receipt is not available, ask the complainant to have inquiry made at the office of mailing.

INSURED PARCELS. Inquiries as to disposition and delay, on articles mailed IN or TO the United States, are also reported on PS Form 542. The form and the wrapper, if available, are sent to the postmaster at the appropriate adjusting exchange office. If the article was mailed IN the United States, insert particulars of dispatch from the office of mailing on the form before sending it to the exchange office.

Complaints of loss, rifling, damage, or wrong delivery are filed on PS Form 2855 for articles mailed IN or TO the United States. The form and wrapper, if available, are sent to the postmaster at the appropriate adjusting exchange office. If the article was mailed IN the United States, any correspondence received by the sender from the addressee should also be sent to the exchange office. For complaints on articles mailed TO the United States, enter mailing particulars on the form, complete declaration of postmaster (office of address portion), and obtain declaration of addressee. When sending the form to the exchange office, include all related papers and customs declaration.

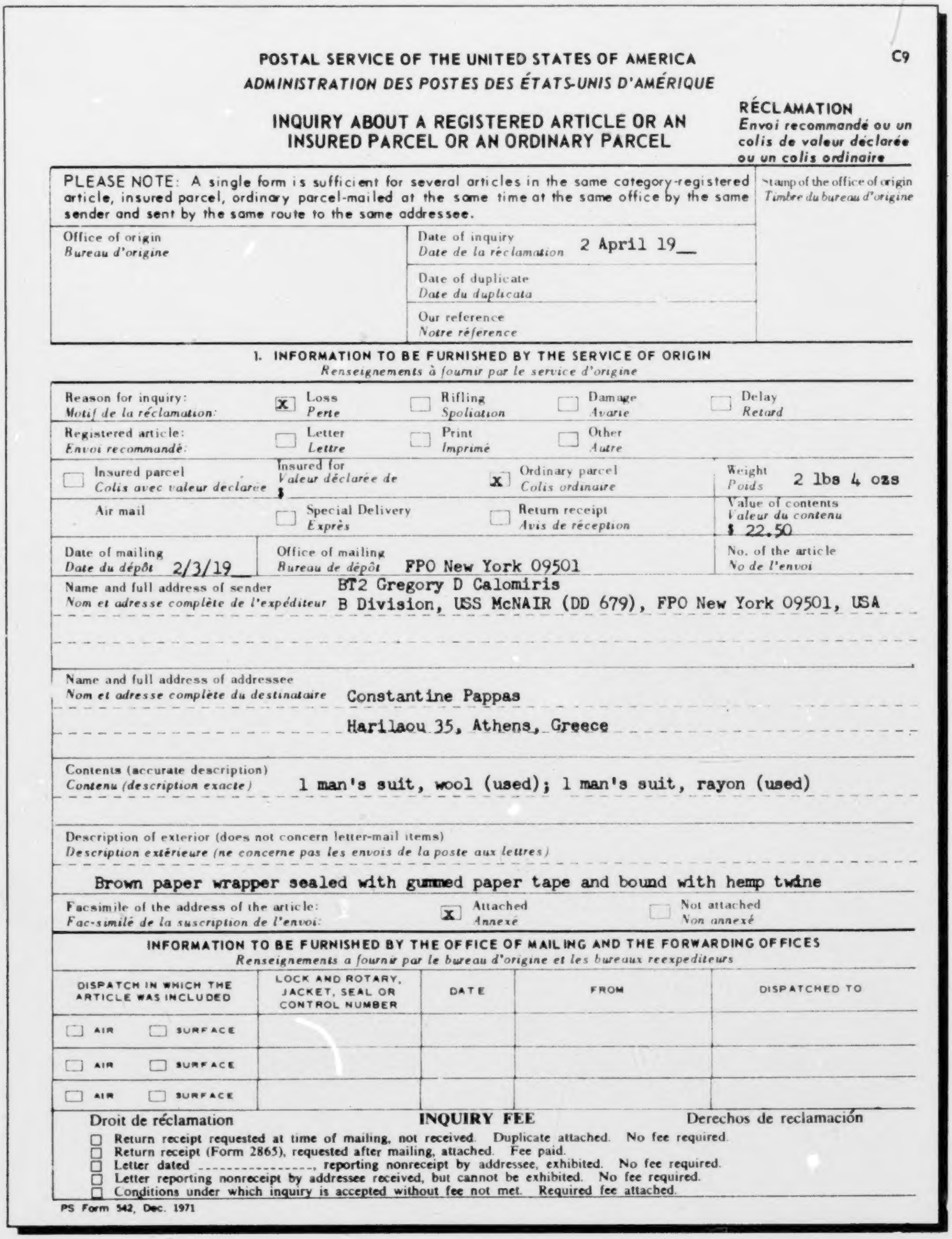
ORDINARY MAIL. Inquiries or complaints on articles mailed IN or TO the United States are reported on PS Form 542 (parcel post) and on PS Form 541 (postal union mail). Send the forms to the postmaster at the appropriate adjusting exchange office shown in Part 722, Pub 42, International Mail and in OPNAVINST 2700.14, U.S. Navy Postal Instructions, Appendix C. The envelope or wrapper, if available, should be sent along with the forms to the exchange office (see fig. 14-8).

Report of Rifled Parcel

Report rifled parcels on PS Form 673 (fig. 14-9), completed in quadruplicate. Forward all copies immediately to the Postal Inspector in Charge, U.S. Post Office, New York, N.Y. 10001. Include the wrapper or carton of the rifled parcel, if totally devoid of contents, and the sack or pouch label. Report each attempted rifling of ordinary parcels, whether partially or completely devoid of contents, or if contents appear intact. Distinguish carefully between rifled parcels and parcels damaged in handling.

Wrapper Found Without Contents

Inform the sender, using PS Form 3760 (fig. 14-10), if the parcel is of domestic origin. If the parcel is from another country, send the form,



POSTAL SERVICE OF THE UNITED STATES OF AMERICA
ADMINISTRATION DES POSTES DES ÉTATS-UNIS D'AMÉRIQUE

C9

INQUIRY ABOUT A REGISTERED ARTICLE OR AN INSURED PARCEL OR AN ORDINARY PARCEL

RÉCLAMATION
Envoi recommandé ou un colis de valeur déclarée ou un colis ordinaire

PLEASE NOTE: A single form is sufficient for several articles in the same category-registered article, insured parcel, ordinary parcel-mailed at the same time at the same office by the same sender and sent by the same route to the same addressee.

Stamp of the office of origin / *Timbre du bureau d'origine*

Office of origin / *Bureau d'origine*

Date of inquiry / *Date de la réclamation* 2 April 19__

Date of duplicate / *Date du duplicata*

Our reference / *Notre référence*

1. INFORMATION TO BE FURNISHED BY THE SERVICE OF ORIGIN
Renseignements à fournir par le service d'origine

Reason for inquiry: / *Motif de la réclamation:* ☒ Loss / *Perte* ☐ Rifling / *Spoliation* ☐ Damage / *Avarie* ☐ Delay / *Retard*

Registered article: / *Envoi recommandé:* ☐ Letter / *Lettre* ☐ Print / *Imprimé* ☐ Other / *Autre*

☐ Insured parcel / *Colis avec valeur déclarée*

Insured for / *Valeur déclarée de* $

☒ Ordinary parcel / *Colis ordinaire*

Weight / *Poids* 2 lbs 4 ozs

Air mail ☐ Special Delivery / *Exprès* ☐ Return receipt / *Avis de réception*

Value of contents / *Valeur du contenu* $ 22.50

Date of mailing / *Date du dépôt* 2/3/19__

Office of mailing / *Bureau de dépôt* FPO New York 09501

No. of the article / *No de l'envoi*

Name and full address of sender / *Nom et adresse complète de l'expéditeur*
BT2 Gregory D Calomiris
B Division, USS McNAIR (DD 679), FPO New York 09501, USA

Name and full address of addressee / *Nom et adresse complète du destinataire*
Constantine Pappas
Harilaou 35, Athens, Greece

Contents (accurate description) / *Contenu (description exacte)* 1 man's suit, wool (used); 1 man's suit, rayon (used)

Description of exterior (does not concern letter-mail items) / *Description extérieure (ne concerne pas les envois de la poste aux lettres)*
Brown paper wrapper sealed with gummed paper tape and bound with hemp twine

Facsimile of the address of the article: / *Fac-similé de la suscription de l'envoi:* ☒ Attached / *Annexé* ☐ Not attached / *Non annexé*

INFORMATION TO BE FURNISHED BY THE OFFICE OF MAILING AND THE FORWARDING OFFICES
Renseignements a fournir par le bureau d'origine et les bureaux reexpediteurs

DISPATCH IN WHICH THE ARTICLE WAS INCLUDED	LOCK AND ROTARY, JACKET, SEAL OR CONTROL NUMBER	DATE	FROM	DISPATCHED TO
☐ AIR ☐ SURFACE				
☐ AIR ☐ SURFACE				
☐ AIR ☐ SURFACE				

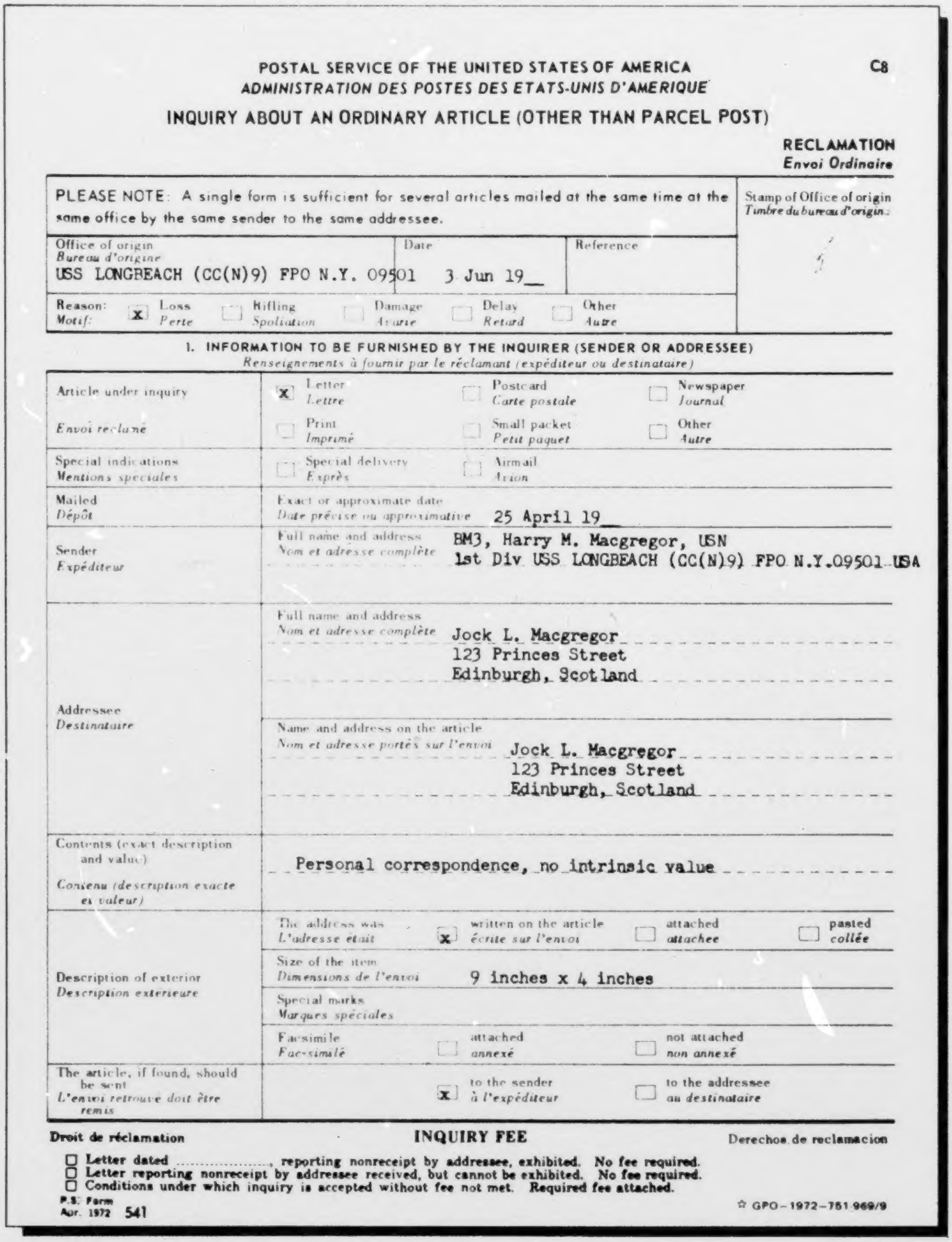
Droit de réclamation **INQUIRY FEE** Derechos de reclamación

- ☐ Return receipt requested at time of mailing, not received. Duplicate attached. No fee required.
- ☐ Return receipt (Form 2865), requested after mailing, attached. Fee paid.
- ☐ Letter dated _______________, reporting nonreceipt by addressee, exhibited. No fee required.
- ☐ Letter reporting nonreceipt by addressee received, but cannot be exhibited. No fee required.
- ☐ Conditions under which inquiry is accepted without fee not met. Required fee attached.

PS Form 542, Dec. 1971

60.53

Figure 14-7.–PS Form 542, Inquiry about a Registered Article, Insured Parcel, or an Ordinary Parcel for International Mail.



POSTAL SERVICE OF THE UNITED STATES OF AMERICA C8
ADMINISTRATION DES POSTES DES ETATS-UNIS D'AMERIQUE

INQUIRY ABOUT AN ORDINARY ARTICLE (OTHER THAN PARCEL POST)

RECLAMATION
Envoi Ordinaire

PLEASE NOTE: A single form is sufficient for several articles mailed at the same time at the same office by the same sender to the same addressee.

Stamp of Office of origin
Timbre du bureau d'origin.

Office of origin *Bureau d'origine*	Date	Reference
USS LONGBEACH (CC(N)9) FPO N.Y. 09501	3 Jun 19__	

Reason: *Motif:* ☒ Loss *Perte* ☐ Rifling *Spoliation* ☐ Damage *Avarie* ☐ Delay *Retard* ☐ Other *Autre*

1. INFORMATION TO BE FURNISHED BY THE INQUIRER (SENDER OR ADDRESSEE)
Renseignements à fournir par le réclamant (expéditeur ou destinataire)

Article under inquiry *Envoi reclamé*	☒ Letter *Lettre* ☐ Postcard *Carte postale* ☐ Newspaper *Journal* ☐ Print *Imprimé* ☐ Small packet *Petit paquet* ☐ Other *Autre*
Special indications *Mentions speciales*	☐ Special delivery *Exprès* ☐ Airmail *Avion*
Mailed *Dépôt*	Exact or approximate date *Date précise ou approximative* 25 April 19__
Sender *Expéditeur*	Full name and address *Nom et adresse complète* BM3, Harry M. Macgregor, USN 1st Div USS LONGBEACH (CC(N)9) FPO N.Y.09501 USA
Addressee *Destinataire*	Full name and address *Nom et adresse complète* Jock L. Macgregor 123 Princes Street Edinburgh, Scotland
	Name and address on the article *Nom et adresse portés sur l'envoi* Jock L. Macgregor 123 Princes Street Edinburgh, Scotland
Contents (exact description and value) *Contenu (description exacte et valeur)*	Personal correspondence, no intrinsic value
Description of exterior *Description exterieure*	The address was *L'adresse était* ☒ written on the article *écrite sur l'envoi* ☐ attached *attachee* ☐ pasted *collée*
	Size of the item *Dimensions de l'envoi* 9 inches x 4 inches
	Special marks *Marques spéciales*
	Facsimile *Fac-similé* ☐ attached *annexé* ☐ not attached *non annexé*
The article, if found, should be sent *L'envoi retrouvé doit être remis*	☒ to the sender *à l'expéditeur* ☐ to the addressee *au destinataire*

Droit de réclamation **INQUIRY FEE** **Derechos de reclamacion**

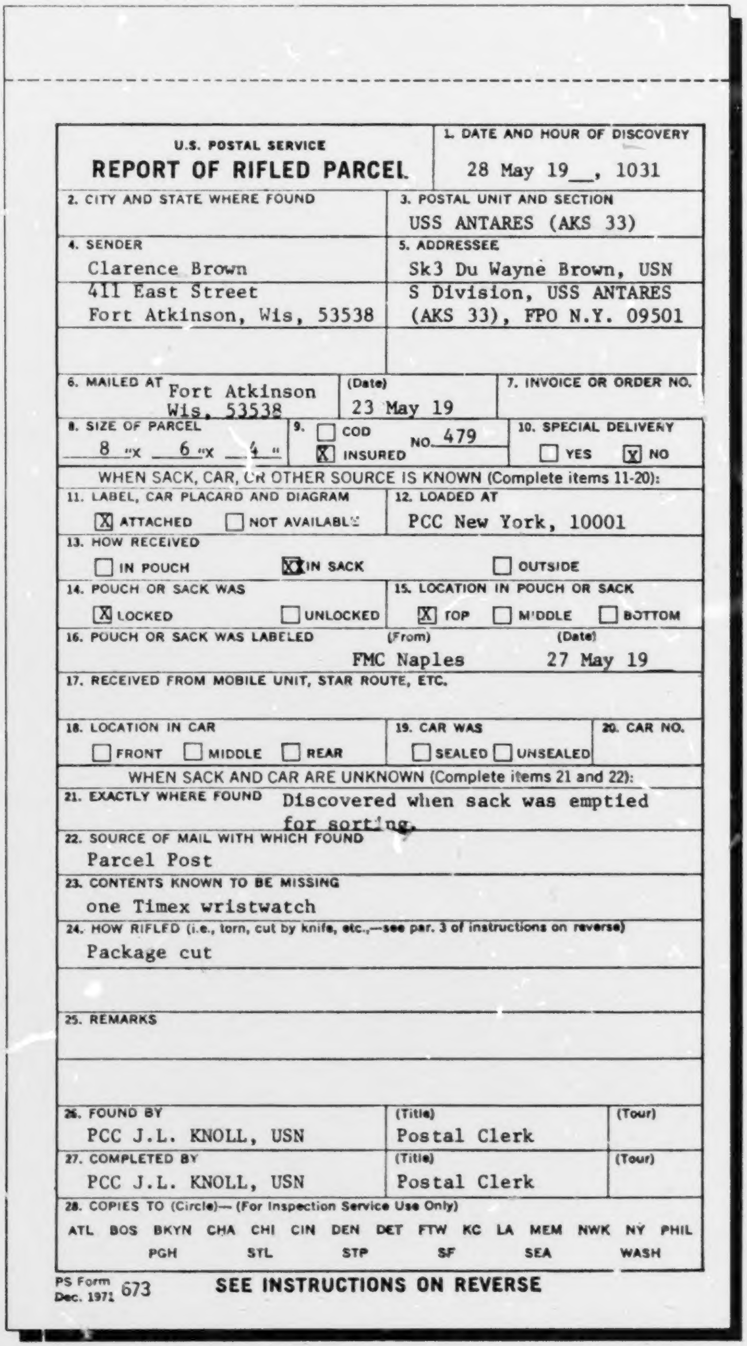
- ☐ Letter dated ...., reporting nonreceipt by addressee, exhibited. No fee required.
- ☐ Letter reporting nonreceipt by addressee received, but cannot be exhibited. No fee required.
- ☐ Conditions under which inquiry is accepted without fee not met. Required fee attached.

P.S. Form
Apr. 1972 541

☆ GPO–1972–751-969/9

60.55

Figure 14-8.—PS Form 541. Inquiry about a missing Ordinary Article, other than Parcel Post.



U.S. POSTAL SERVICE

REPORT OF RIFLED PARCEL

1. DATE AND HOUR OF DISCOVERY: 28 May 19__, 1031

2. CITY AND STATE WHERE FOUND:

3. POSTAL UNIT AND SECTION: USS ANTARES (AKS 33)

4. SENDER:
Clarence Brown
411 East Street
Fort Atkinson, Wis, 53538

5. ADDRESSEE:
Sk3 Du Wayne Brown, USN
S Division, USS ANTARES
(AKS 33), FPO N.Y. 09501

6. MAILED AT Fort Atkinson Wis. 53538 (Date) 23 May 19

7. INVOICE OR ORDER NO.

8. SIZE OF PARCEL 8 "x 6 "x 4 "

9. ☐ COD ☒ INSURED NO. 479

10. SPECIAL DELIVERY ☐ YES ☒ NO

WHEN SACK, CAR, OR OTHER SOURCE IS KNOWN (Complete items 11-20):

11. LABEL, CAR PLACARD AND DIAGRAM ☒ ATTACHED ☐ NOT AVAILABLE

12. LOADED AT PCC New York, 10001

13. HOW RECEIVED ☐ IN POUCH ☒ IN SACK ☐ OUTSIDE

14. POUCH OR SACK WAS ☒ LOCKED ☐ UNLOCKED

15. LOCATION IN POUCH OR SACK ☒ TOP ☐ MIDDLE ☐ BOTTOM

16. POUCH OR SACK WAS LABELED (From) FMC Naples (Date) 27 May 19__

17. RECEIVED FROM MOBILE UNIT, STAR ROUTE, ETC.

18. LOCATION IN CAR ☐ FRONT ☐ MIDDLE ☐ REAR

19. CAR WAS ☐ SEALED ☐ UNSEALED

20. CAR NO.

WHEN SACK AND CAR ARE UNKNOWN (Complete items 21 and 22):

21. EXACTLY WHERE FOUND Discovered when sack was emptied for sorting.

22. SOURCE OF MAIL WITH WHICH FOUND Parcel Post

23. CONTENTS KNOWN TO BE MISSING one Timex wristwatch

24. HOW RIFLED (i.e., torn, cut by knife, etc.,—see par. 3 of instructions on reverse) Package cut

25. REMARKS

26. FOUND BY PCC J.L. KNOLL, USN (Title) Postal Clerk (Tour)

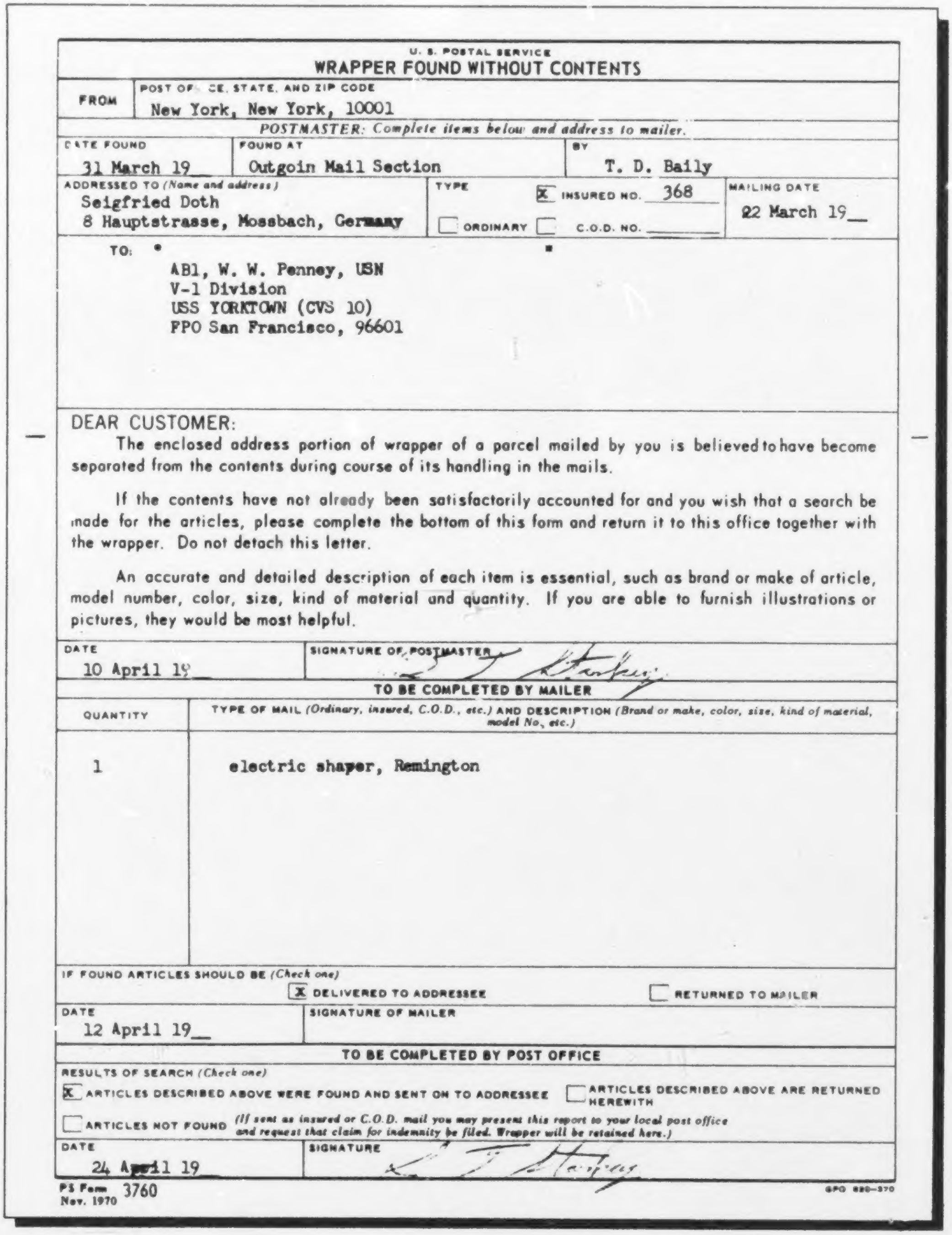
27. COMPLETED BY PCC J.L. KNOLL, USN (Title) Postal Clerk (Tour)

28. COPIES TO (Circle)— (For Inspection Service Use Only)
ATL BOS BKYN CHA CHI CIN DEN DET FTW KC LA MEM NWK NY PHIL
PGH STL STP SF SEA WASH

PS Form 673 Dec. 1971 SEE INSTRUCTIONS ON REVERSE

60.58

Figure 14-9.—PS Form 673, Report of a Rifled Parcel.



U. S. POSTAL SERVICE

WRAPPER FOUND WITHOUT CONTENTS

FROM — POST OFFICE, STATE, AND ZIP CODE: New York, New York, 10001

POSTMASTER: Complete items below and address to mailer.

DATE FOUND	FOUND AT	BY
31 March 19__	Outgoin Mail Section	T. D. Baily

ADDRESSED TO *(Name and address)*
Seigfried Doth
8 Hauptstrasse, Mossbach, Germany

TYPE: ☒ INSURED NO. 368 ☐ ORDINARY ☐ C.O.D. NO. ______

MAILING DATE: 22 March 19__

TO:
AB1, W. W. Penney, USN
V-1 Division
USS YORKTOWN (CVS 10)
FPO San Francisco, 96601

DEAR CUSTOMER:

The enclosed address portion of wrapper of a parcel mailed by you is believed to have become separated from the contents during course of its handling in the mails.

If the contents have not already been satisfactorily accounted for and you wish that a search be made for the articles, please complete the bottom of this form and return it to this office together with the wrapper. Do not detach this letter.

An accurate and detailed description of each item is essential, such as brand or make of article, model number, color, size, kind of material and quantity. If you are able to furnish illustrations or pictures, they would be most helpful.

DATE: 10 April 19__

SIGNATURE OF POSTMASTER:

TO BE COMPLETED BY MAILER

QUANTITY	TYPE OF MAIL *(Ordinary, insured, C.O.D., etc.)* AND DESCRIPTION *(Brand or make, color, size, kind of material, model No., etc.)*
1	electric shaper, Remington

IF FOUND ARTICLES SHOULD BE *(Check one)*
☒ DELIVERED TO ADDRESSEE ☐ RETURNED TO MAILER

DATE: 12 April 19__

SIGNATURE OF MAILER:

TO BE COMPLETED BY POST OFFICE

RESULTS OF SEARCH *(Check one)*
☒ ARTICLES DESCRIBED ABOVE WERE FOUND AND SENT ON TO ADDRESSEE
☐ ARTICLES DESCRIBED ABOVE ARE RETURNED HEREWITH
☐ ARTICLES NOT FOUND *(If sent as insured or C.O.D. mail you may present this report to your local post office and request that claim for indemnity be filed. Wrapper will be retained here.)*

DATE: 24 April 19__

SIGNATURE:

PS Form 3760
Nov. 1970

GPO 820—370

60.59

Figure 14-10.—PS Form 3760, Wrapper found without contents.

appropriately modified, to the International Exchange Office, U.S. Post Office, New York, N.Y. 10001.

INDEMNITY CLAIMS AND PAYMENTS

Claims must be initiated as outlined in the previous section on complaints and losses. Claimants must submit the report from the addressee on which the claim is based, and evidence of value or cost of repairs, such as purchaser receipts or invoices.

Claims for indemnity involving international registered mail, as well as insured mail for which inquiry concerning disposal has been made, may be instituted only on instructions from the accountable postmaster or the Postal Inspector in Charge, U.S. Post Office, New York, N.Y. 10001.

The payment of indemnity is made by the country of origin of the article. Indemnity payments made by the United States on various classes of mail, and principal exceptions, are outlined in Part 722, Pub 42, International Mail. Indemnity claims relating to international insured or registered mail are adjudicated and approved by the accountable postmaster.

Current indemnity payments made by foreign countries on registered and insured articles are given in individual country items in Pub 42, International Mail.

CHAPTER 15

AUDITS, INSPECTIONS, REPORTS, AND RECORDS

Private business firms, in order to determine their volume of business and to check accuracy of records, conduct an inventory and audit at periodic intervals. By studying the records of such inventories and audits, the owner can determine whether his business is being operated efficiently and economically, or if changes in operating procedures are required. He can also check the integrity of his employees.

For the same reasons, the PS requires periodic inspections and audits of Navy post offices. In this chapter we will discuss these various inspections and audits and the reports and records required by each.

What is an audit or an inspection? An AUDIT is an inspection of accounts. The figures on reports and records are checked for accuracy. Cash on hand is counted. If the audit is on the money order account, the number of money order forms on hand must be verified. If the audit is on the stamp account, the number and the denomination of stamps on hand are checked.

An INSPECTION involves an examination of post office equipment and supplies, and general mail handling procedures. The condition of equipment on hand, the security afforded postal funds, and the protection given to the mails are the factors which are considered. Frequently, the two are conducted jointly.

A report of each audit or inspection must be made to your commanding officer or in some cases the Accountable Postmaster. Special forms for these reports have been prepared by the U.S. Postal Service and CNO to standardize the method of reporting and to make your job easier. A copy of each report submitted must become a part of the post office files for record purposes. You should be able to locate information relating to these reports on a moment's notice, so it is important that you maintain a neat, orderly file of all reports, official correspondence, requisitions, instructions and notices, and any other information that will aid you in preparing a report.

An audit or inspection is conducted on the various phases of your office as shown in figure 15-1.

DAILY AUDIT AND VERIFICATION OF MONEY ORDER BUSINESS

Procedures for submitting your report of money order business were discussed in chapter 9. Here we are concerned with your files of these reports. You should be able to tell at a glance the amount of money order business conducted to date for the quarter. To do this, keep your office copy on a file board in day-to-day order, and at the end of the quarter, remove these copies and start a new file. If you keep a running total of each day's business, the money order portion of your quarterly statistical report will be easier to fill out. This may be done on a lined pad separated into 6 columns. Column 1 will have the date, and the remaining 5 columns will reflect a running total of number of money orders issued, their cash value, their fees, number of money orders cashed and their cash value. At the end of the quarter, transfer the totals to the appropriate block under Part II of the quarterly statistical report.

INSPECTION AND AUDIT OF POSTAL CLERK'S ACCOUNTS

Inspection and audits of Postal Clerk's accounts are made by a commissioned officer designated in writing by the commanding officer, by other military postal officers, by civilian postal inspectors, or by an ONI agent conducting an authorized investigation. The officer

RECORD OF INSPECTIONS AND REPORTS

WHEN HELD	TYPE OF INSPECTION OR REPORT	FORM USED	INSPECTED BY
DAILY	VERIFICATION OF MONEY ORDER ACCOUNT	PS FORM 6019 (MPO)	CUSTODIAL OFFICER
WEEKLY	GENERAL APPEARANCE OF POST OFFICE SPACES AND CONDITION OF EQUIPMENT	NONE	POSTAL OFFICER
	COMMANDING OFFICER'S MATERIAL INSPECTION	NONE	INSPECTING PARTY DESIGNATED BY CO
MONTHLY	INSPECTION AND AUDIT OF STAMP AND MONEY ORDER ACCOUNTS	OPNAV FORM 2700/3 PART I	INSPECTION OFFICER DESIGNATED BY CO
	MONTHLY REPORT OF MAIL DISPATCHED	DD FORM 878	ACCOUNTABLE POSTAL CLERK
QUARTERLY	QUARTERLY STATISTICAL REPORT	OPNAV 2700/3 PART II	CUSTODIAL OFFICER & ACCOUNTABLE POSTAL CLERK
	REPORT OF INSURED, REGISTERED, AND COD, ARTICLES PROCESSED	PS FORM 834	ACCOUNTABLE POSTAL CLERK

60.95

Figure 15-1.—Record of inspections and reports of Navy Post Offices.

designated by your commanding officer to conduct the inspections must not be an officer who has postal fund accountability, or the officer designated to verify the daily money order report.

In order that a proper inspection be conducted, he must be familiar with appropriate postal instructions, and portions of *U.S. Navy Postal Instructions.*

By making these instructions available and by assisting in every way possible during an inspection, you will be ensuring a more accurate and complete inspection.

Frequency and Occasions

Once each month your stamp and money order accounts and records must be inspected. You will not know the exact date or time of any inspection, for no advance notice is given. This inspection may occur on any day of the month and usually during business hours, at the discretion of the inspecting officer. However, this is not the only time an audit of the Postal Clerk's accounts may take place.

An inspection must be held at any time there is a change of accountable Postal Clerks to protect the relieving accountable Postal Clerk from possible shortages in any account. A change of custodial officers or commanding officers also requires an inspection, and, if the commanding officer deems it necessary, he may order a special inspection or audit at any time.

The commanding officer may request inspection by a postal inspector when his ship is in a United States port if he feels that postal service for his command would be improved by it. This request is submitted in letter form to the local District Commandant, and should include the reason for the request and indicate whether the post office is authorized to conduct money order business.

When a special inspection is desired while in an overseas area, the letter of request is addressed to the Area or Service Force Commander and the inspection is conducted by a senior postal clerk who is assigned to the Area or Service Force Commander's staff and has been designated as a Navy postal inspector.

The report of such an inspection is made in letter form to the commanding officer who requested the inspection. Copies of the letter accompanied by completed OPNAV Forms 2700/3 (see fig. 15-2) are also furnished to the commander who ordered the inspection, the Postal Inspector in Charge, New York, N.Y. 10001 and CNO.

Coverage

Included in the inspection are the portions of the fixed stamp credit held by the accountable Postal Clerk, by each Navy Postal Clerk, and by the CUSTODIAL OFFICER. Stamps and cash on hand and any stamp requisition in transit must be accounted for. The money order account, including forms held by the accountable Postal Clerk and those held by the custodial officer, funds received from the sale of orders, overages or shortages, and cash from prior sales are all counted.

Accountable equipment such as the LA key and rotary lock key, and print punch money order machine are sight checked to ensure that proper security is provided and that they are in working condition. Scales are checked to ensure that they are clean and in balance. Also, records of changes to combinations of post office safes are checked to ensure that they are changed at proper intervals.

The inspection must account for all business conducted since the last business reported on OPNAV Form 2700/3.

Form Used When Reporting

When reporting any of the above inspections, OPNAV Form 2700/3, Report of Inspection and Audit of Postal Clerk's Accounts/Quarterly Statistical Part I will be used. See fig. 15-2. Part II reports quarterly statistical information on postal operations which is discussed later in this chapter.

Provided at the top of the form are several blocks to indicate what type of inspection is being conducted. When this form is being used for any inspection that is listed other than the monthly, it may also take the place of the regular monthly inspection. However, if it is a special inspection a cover letter must accompany the inspection and audit Form 2700/3.

Preparing for the Inspection

When the inspection officer informs you he is ready to audit your accounts, complete whatever transaction you are making, then secure the post office. Place a sign on the post office finance window or lobby door stating the reason for the closing. Furnish the inspection officer with an OPNAV Form 2700/3 containing the date of inspection, and the name and address of your ship or station. Fill in the space provided with your rate, full name, and social security number. If you are being relieved as the accountable Postal Clerk, also include in this space, the rate, full name, and social security number of your relief. In the block adjacent to your name, insert the date you were designated as accountable Postal Clerk for the command. This date must be verified by the inspecting officer by checking the original NavPers Form 2864 filed in your service record. The designation date of your relief must be the same as the date of the inspection. Additionally, on the occasion of relief of the Postal Clerk, a PS Form 3367 must be prepared for the entire amount of the activity's stamp fixed credit. This form should be attached to the rough copy (unsigned at this point) for viewing by the inspecting officer. The remainder of the rough copy will be filled in by your inspection officer. Furnish him with a copy of the last report so that he may obtain applicable information from it for the rough copy to be used in the present inspection. He will insert the amount of authorized fixed stamp credit in the space provided, and then count the stamps and cash actually held by you.

Inspection and Audit of Stamp Stock

To aid in computing these totals, PS Form 3294, Stamp Stock Inventory may be used. The total number of stamps of each denomination and the total cash value of each are inserted in the appropriate blocks. Spaces for all denominations of stamps in sheets, books, card, coil, and miscellaneous form are provided. The back of the form has spaces for stamped envelopes, and other stamps, and at the bottom, spaces are provided for each denomination of coin and currency you have in your cash drawer.

Auditing the stamp stock, particularly the loose stamp stock, usually requires more time than auditing the complete sheets of stamps. All stamp stock and cash which make up your fixed credit must be counted. If requisitions for stamps are in transit, they also must be taken into account.

Both you and the auditing officer should count each item. A good way is for you to start counting the cash and envelopes while the auditing officer starts counting the stamps and the stamp books. When you finish, start on the stamps. The officer will then count the cash and the envelopes. Each of you will have a Form 3294 to mark the number of items of cash. When both of you have all of this information listed, the officer will ask you to read your figures and he will compare them with his. If there is a discrepancy, both of you must check to see which figure is correct.

After all the quantities have been counted and checked, you are ready to determine the values to be entered on the right of the tally sheet. This involves multiplying the basic value of each item by the quantity. When counting the cash, any Treasury checks you have cashed and any paid money orders you are holding in your cash drawer for later transfer to the money order account are included in the total cash figure.

Used properly, Form 3294 will give an accurate account of all stamps and cash held by you, and each of your assistants. Each Navy Postal Clerk and Postal Finance Clerk should use a separate copy of the form in computing the totals of his individual fixed credit. The amount of fixed stamp credit held by each Navy Postal Clerk is audited and the amount of stamps and cash in each account is totaled for entry as one figure on OPNAV Form 2700/3.

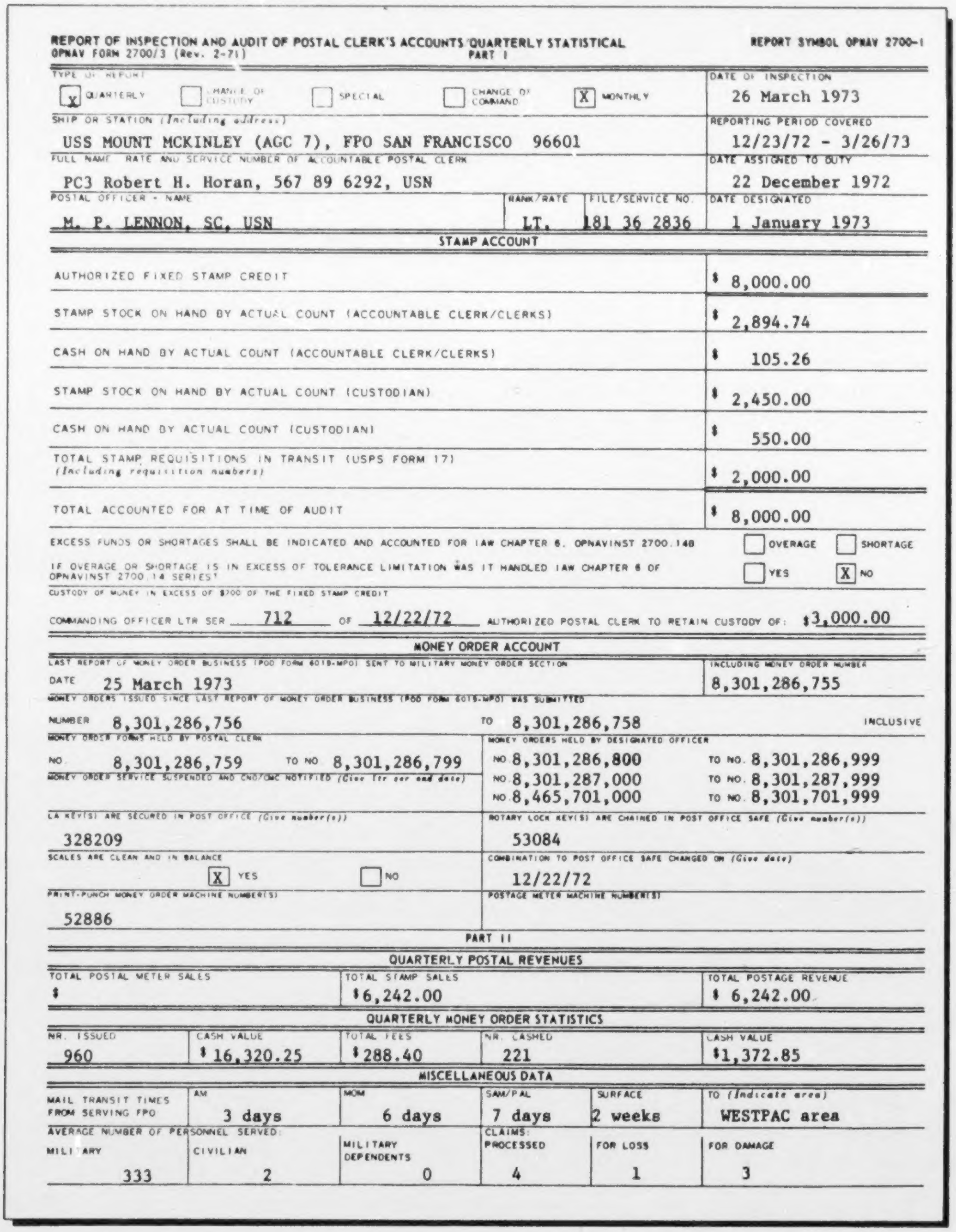
You will be required to show receipts for the amount of fixed credit not actually in your possession. These will be receipts from the custodial officer and from each of your assistants. If you have submitted a stamp requisition that is still in transit, you must produce the file copy of the Form 17 showing the amount of the order, and date of dispatch as shown in your registry dispatch records. Your file copy will also show the Treasury check number and symbol number, and these must be confirmed by the disbursing officer. Space is provided on both Form 3294 and Form 2700/3 for any overage or shortage.

Provision is made in Chapter 6, U. S. Navy Postal Instruction, OPNAV 2700.14, for tolerance of small overages or shortages resulting from minor computation errors in the sale of stamps. These TOLERANCE LIMITS are established to avoid the necessity of reporting minor discrepancies but do not condone carelessness in handling stamp stock.

Tolerance limits prescribed in U. S. Navy Postal Instructions may be allowed during audits of fixed credits extended to the accountable Postal Clerk, Navy Postal Clerks, or Postal Financial Clerks and may be carried over to the next inspection. This tolerance applies only to Postal Clerks conducting financial transactions with patrons. When the tolerance is exceeded the stock should be recounted. If the difference still exists, make an adjustment for the entire amount of the overage or shortage to bring the credit into balance. The entire amount of any overage exceeding the tolerance is turned over to the disbursing officer in exchange for a Treasury check made payable to the accountable postmaster. This check is forwarded via registered mail, together with the Report of Inspection and Audit of Postal Clerk's Accounts, OPNAV Form 2700/3. No tolerance is authorized to custodial officers or Postal Clerks performing bulk sale of stamp stock to window clerks or patrons.

Although no adjustment for an overage or shortage within the tolerance factor is required,

BEST COPY AVAILABLE



REPORT OF INSPECTION AND AUDIT OF POSTAL CLERK'S ACCOUNTS QUARTERLY STATISTICAL
OPNAV FORM 2700/3 (Rev. 2-71)
PART I
REPORT SYMBOL OPNAV 2700-1

TYPE OF REPORT: ☒ QUARTERLY ☐ CHANGE OF CUSTODY ☐ SPECIAL ☐ CHANGE OF COMMAND ☒ MONTHLY

DATE OF INSPECTION: 26 March 1973

SHIP OR STATION (*Including address*): USS MOUNT MCKINLEY (AGC 7), FPO SAN FRANCISCO 96601

REPORTING PERIOD COVERED: 12/23/72 - 3/26/73

FULL NAME RATE AND SERVICE NUMBER OF ACCOUNTABLE POSTAL CLERK: PC3 Robert H. Horan, 567 89 6292, USN

DATE ASSIGNED TO DUTY: 22 December 1972

POSTAL OFFICER - NAME: M. P. LENNON, SC, USN

RANK/RATE: LT.

FILE/SERVICE NO.: 181 36 2836

DATE DESIGNATED: 1 January 1973

STAMP ACCOUNT

AUTHORIZED FIXED STAMP CREDIT	$ 8,000.00
STAMP STOCK ON HAND BY ACTUAL COUNT (ACCOUNTABLE CLERK/CLERKS)	$ 2,894.74
CASH ON HAND BY ACTUAL COUNT (ACCOUNTABLE CLERK/CLERKS)	$ 105.26
STAMP STOCK ON HAND BY ACTUAL COUNT (CUSTODIAN)	$ 2,450.00
CASH ON HAND BY ACTUAL COUNT (CUSTODIAN)	$ 550.00
TOTAL STAMP REQUISITIONS IN TRANSIT (USPS FORM 17) (*Including requisition numbers*)	$ 2,000.00
TOTAL ACCOUNTED FOR AT TIME OF AUDIT	$ 8,000.00

EXCESS FUNDS OR SHORTAGES SHALL BE INDICATED AND ACCOUNTED FOR IAW CHAPTER 6, OPNAVINST 2700.14B ☐ OVERAGE ☐ SHORTAGE

IF OVERAGE OR SHORTAGE IS IN EXCESS OF TOLERANCE LIMITATION WAS IT HANDLED IAW CHAPTER 6 OF OPNAVINST 2700.14 SERIES? ☐ YES ☒ NO

CUSTODY OF MONEY IN EXCESS OF $700 OF THE FIXED STAMP CREDIT

COMMANDING OFFICER LTR SER 712 OF 12/22/72 AUTHORIZED POSTAL CLERK TO RETAIN CUSTODY OF: $3,000.00

MONEY ORDER ACCOUNT

LAST REPORT OF MONEY ORDER BUSINESS (POD FORM 6019-MPO) SENT TO MILITARY MONEY ORDER SECTION
DATE 25 March 1973

INCLUDING MONEY ORDER NUMBER: 8,301,286,755

MONEY ORDERS ISSUED SINCE LAST REPORT OF MONEY ORDER BUSINESS (POD FORM 6019-MPO) WAS SUBMITTED
NUMBER 8,301,286,756 TO 8,301,286,758 INCLUSIVE

MONEY ORDER FORMS HELD BY POSTAL CLERK
NO. 8,301,286,759 TO NO. 8,301,286,799

MONEY ORDERS HELD BY DESIGNATED OFFICER
NO. 8,301,286,800 TO NO. 8,301,286,999
NO. 8,301,287,000 TO NO. 8,301,287,999
NO. 8,465,701,000 TO NO. 8,301,701,999

MONEY ORDER SERVICE SUSPENDED AND CNO/CMC NOTIFIED (*Give ltr ser and date*)

LA KEY(S) ARE SECURED IN POST OFFICE (*Give number(s)*): 328209

ROTARY LOCK KEY(S) ARE CHAINED IN POST OFFICE SAFE (*Give number(s)*): 53084

SCALES ARE CLEAN AND IN BALANCE ☒ YES ☐ NO

COMBINATION TO POST OFFICE SAFE CHANGED ON (*Give date*): 12/22/72

PRINT-PUNCH MONEY ORDER MACHINE NUMBER(S): 52886

POSTAGE METER MACHINE NUMBER(S):

PART II

QUARTERLY POSTAL REVENUES

TOTAL POSTAL METER SALES	TOTAL STAMP SALES	TOTAL POSTAGE REVENUE
$	$6,242.00	$ 6,242.00

QUARTERLY MONEY ORDER STATISTICS

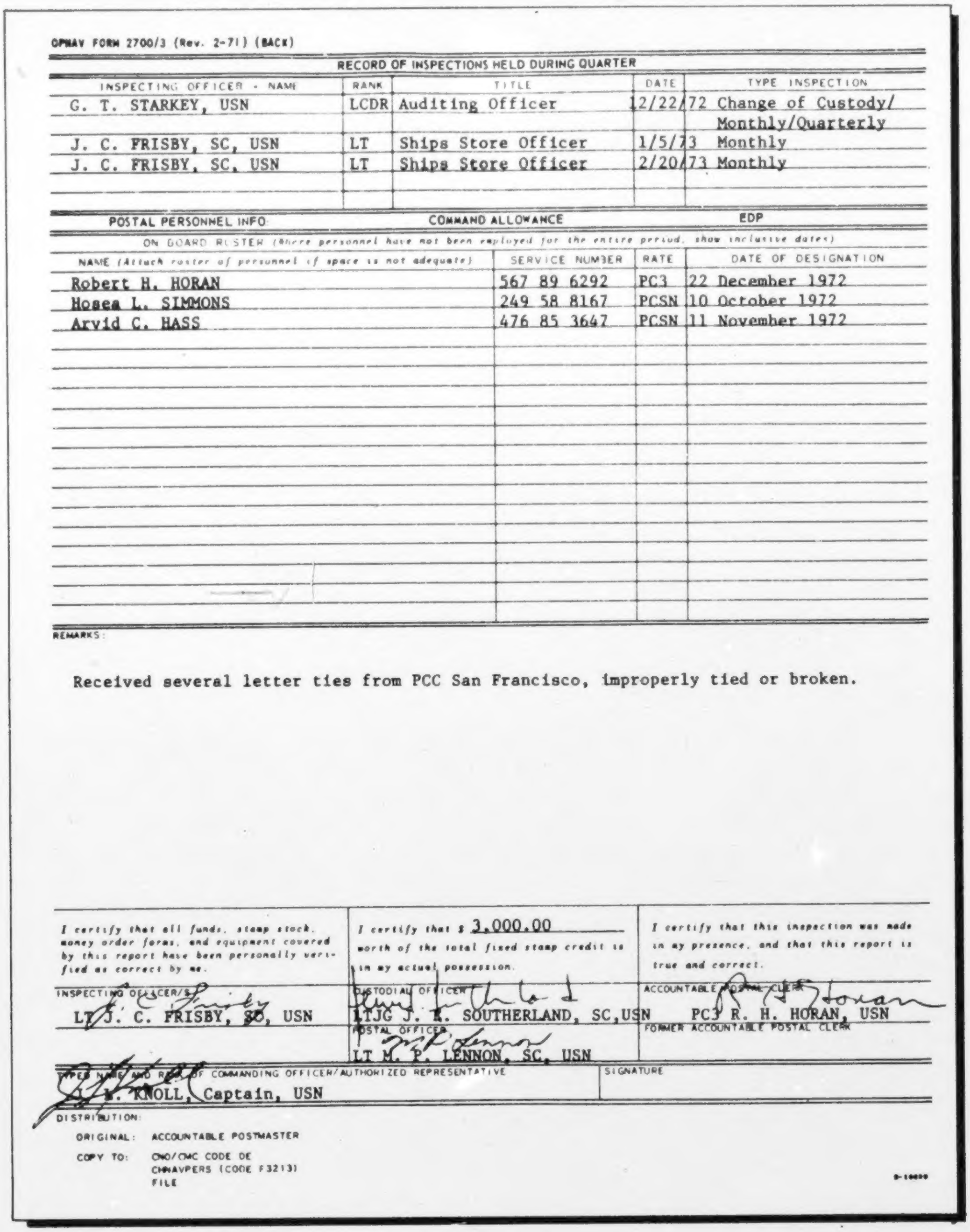
NR. ISSUED	CASH VALUE	TOTAL FEES	NR. CASHED	CASH VALUE
960	$ 16,320.25	$ 288.40	221	$1,372.85

MISCELLANEOUS DATA

MAIL TRANSIT TIMES FROM SERVING FPO	AM	MOM	SAM/PAL	SURFACE	TO (*Indicate area*)
	3 days	6 days	7 days	2 weeks	WESTPAC area

AVERAGE NUMBER OF PERSONNEL SERVED:			CLAIMS:		
MILITARY	CIVILIAN	MILITARY DEPENDENTS	PROCESSED	FOR LOSS	FOR DAMAGE
333	2	0	4	1	3

PART I



OPNAV FORM 2700/3 (Rev. 2-71) (BACK)

RECORD OF INSPECTIONS HELD DURING QUARTER

INSPECTING OFFICER - NAME	RANK	TITLE	DATE	TYPE INSPECTION
G. T. STARKEY, USN	LCDR	Auditing Officer	12/22/72	Change of Custody/ Monthly/Quarterly
J. C. FRISBY, SC, USN	LT	Ships Store Officer	1/5/73	Monthly
J. C. FRISBY, SC, USN	LT	Ships Store Officer	2/20/73	Monthly

POSTAL PERSONNEL INFO: COMMAND ALLOWANCE EDP

ON BOARD ROSTER (Where personnel have not been employed for the entire period, show inclusive dates)

NAME (Attach roster of personnel if space is not adequate)	SERVICE NUMBER	RATE	DATE OF DESIGNATION
Robert H. HORAN	567 89 6292	PC3	22 December 1972
Hosea L. SIMMONS	249 58 8167	PCSN	10 October 1972
Arvid C. HASS	476 85 3647	PCSN	11 November 1972

REMARKS:

Received several letter ties from PCC San Francisco, improperly tied or broken.

I certify that all funds, stamp stock, money order forms, and equipment covered by this report have been personally verified as correct by me.	*I certify that $* 3,000.00 *worth of the total fixed stamp credit is in my actual possession.*	*I certify that this inspection was made in my presence, and that this report is true and correct.*
INSPECTING OFFICER/S J. C. Frisby LT J. C. FRISBY, SC, USN	CUSTODIAL OFFICER LTJG J. K. SOUTHERLAND, SC,USN	ACCOUNTABLE POSTAL CLERK R. H. Horan PC3 R. H. HORAN, USN
	POSTAL OFFICER M P Lennon LT M. P. LENNON, SC, USN	FORMER ACCOUNTABLE POSTAL CLERK

TYPED NAME AND RANK OF COMMANDING OFFICER/AUTHORIZED REPRESENTATIVE	SIGNATURE
[illegible]. KNOLL, Captain, USN	

DISTRIBUTION:

ORIGINAL: ACCOUNTABLE POSTMASTER

COPY TO: CNO/CMC CODE DE
CHNAVPERS (CODE F3213)
FILE

S-10000

PART II

60.98

Figure 15-2.–OPNAV Form 2700/3, Report of Inspection and Audit of Postal Clerk's Accounts/Quarterly Statistical.

a record of the audit must be maintained on PS Form 3367-C, Inventory-Fixed Credit. This record is subject to continuous review of postal officers and inspectors to detect individuals abusing this tolerance system. The full amount of the fixed credit extended must be produced in stamp stock or funds when a clerk is temporarily or permanently relieved of his fixed credit. In the event the responsible clerk refuses to voluntarily replace the shortage, funds must be recovered by withholding a sufficient portion of the man's pay. This is prescribed in section 2 of chapter 6 in OPNAVINSTR 2700.14 and Navy Comptroller Manual. When the shortage is replaced by the clerk concerned, a notation must be made on the report form and the postal officer must be informed so that he may make the entry on his record of shortages, and overages, on PS Form 3368.

NEVER BORROW MONEY FROM YOUR FIXED CREDIT OR OTHER POSTAL FUNDS. This is EMBEZZLEMENT, even though you repay the money. Under postal laws and regulations, embezzlement of $100 or more is a felony and carries a fine of up to $10,000, imprisonment for up to 10 years, or both. Embezzlement of less than $100 is a misdemeanor and carries a fine of up to $1000, imprisonment for up to 1 year, or both. This does not mean that there is a penalty when postal personnel are short in their accounts because of a mistake in computation. That can happen to anyone who frequently handles money. If there is evidence that the missing funds were converted to personal use, however, the law provides severe penalties.

Some commands may authorize the accountable Postal Clerk to hold fixed credit in excess of $700 in the post office if necessary to improve service to the command. If you hold such authorization, the inspecting officer must be shown the letter so that he may fill in the information identifying the letter on the line provided, and the total amount of fixed credit you are authorized to hold. When the stamp accounts of each clerk have been inspected and the figures entered by the inspecting officer on the rough copy of the report, the inspection and audit of the fixed credit have been completed.

To complete the section Money Order Account, you must first show the last PS Form 6019 (MPO) on which you reported business, including the date and serial number of the last money order you issued. This may have been two or three days prior to the inspection. NEVER USE A NO BUSINESS REPORT FOR THIS ENTRY. If you have issued money orders since the last business report the inspecting officer will insert the number of the next money order you issued in the appropriate space. This should be the next number in sequence following the last number you issued for which a business report was submitted. The following space is for the number of the last money order you issued before the inspecting officer arrived. If there is a break in the sequence of these numbers, a notation is made on the form of the numbers out of sequence.

The money orders, by inclusive serial numbers held by the money order clerk at the time of the inspection, are listed next. All money orders listed on the report must be listed by complete serial number. Adjacent to this, enter the complete serial numbers of the money orders held by the designated officer. This will be verified by the inspecting officer while auditing the custodial officer's accounts. If money orders have been issued out of sequence since the last daily money order report of business, the inspecting officer will make an appropriate notation on the inspection report, listing the serial numbers of those orders. This notation will be shown on all future reports until you return to normal sequence.

Any ship or station that is authorized to sell money orders may provide this service on a daily basis or as needed. If money order service has been suspended and CNO notified, this must be verified and the information entered in the appropriate block.

Inspection of Equipment

The next step is to enter the numbers of the LA key and rotary lock key. After this, have the inspecting officer check the balance and cleanliness of your scales. If they are clean and in balance enter same in the space provided. The next block on the report form will indicate the last date the combination to the post office safe was changed. The date shown must be on, or subsequent to, your effective date of designation as accountable Postal Clerk for your command. Following this initial change, combinations of all post office safes must be changed at least once a year. In the next two blocks enter the serial numbers of your print-punch money order machine and if you have a postage meter machine enter its serial number.

This completes the portion as far as the inspection is concerned. Next comes the audit of the fixed stamp credit.

Audit of Fixed Credit

The inspecting officer must audit that portion of the fixed credit held by the custodial officer. The same procedures used in auditing your accounts are followed when the amount of fixed credit held by the custodial officer is inspected. Furnish the inspecting officer with Form 3294 for use in counting the stamps. When the stamps and cash have been counted, the totals of each are inserted in the appropriate block of the rough inspection form. The cash value of stamps held by you, your assistants, and the custodial officer are then totaled and this figure is entered in the space provided in the column at the right of the form. The same procedure is followed when counting the cash. The check and symbol number, and amount of checks for stamp requisitions in transit, are verified and inserted in the space provided. The figures in the right hand column are then totaled and the sum of these figures should be the total authorized fixed stamp credit.

Blank money order forms are sight checked by serial number. If the custodial officer holds two series of numbers, each series must be listed separately, by inclusive serial numbers, and if there is a break in a series, a notation must be made on the report form listing the serial numbers issued out of sequence. The money order report for the day on which the money orders were issued out of sequence must be checked to verify that proper notation was made on that report. The custodial officer makes a certification on the inspection form only when he actually has custody of funds or stamps, and then only in the amount which is actually in his custody. The total of requisitions in transit should not be included in this certification as being in his custody. This completes the actual inspection and audit of the accounts. It is not necessary to forward the Forms 3294 with the report. These may be destroyed when the report has been signed.

Completion of Report

The inspecting officer's responsibility does not end here. He must ensure that the report is prepared in smooth form for signature by all concerned. It will be your responsibility to prepare the smooth copies of the report. You will need an original and one copy. Transfer all figures and information exactly as shown on the rough draft. When typing the smooth copies of an inspection report, ensure that you make no typing errors that go uncorrected. As you see from figure 15-2, the report is mostly numbers, and one wrong digit can make it incorrect, causing you to receive a discrepancy notice from your accountable postmaster and from CNO. Therefore, to ensure a correct report and avoid trouble, double check the smooth with the rough.

If you are being relieved as accountable Postal Clerk, type in the name of your relief in addition to your own at the bottom of the form, as both of your signatures must appear in this space. Type the name, rank, and USN or USNR, as appropriate, of the postal officer, inspecting officer, custodial officer, and commanding officer. Return the rough copy and all smooth copies to the inspecting officer for his signature after you have signed. When he and the postal officer and the custodial officer have signed the report, it is submitted to the commanding officer for signature. All copies of Form 2700/3 are signed by the inspecting officer, custodial officer when applicable, accountable Postal Clerk and relieving accountable Postal Clerk, when appropriate, and the postal officer. The commanding officer need sign only the original. If you are the relieving accountable Postal Clerk, attach a completed PS Form 3367 to the original copy of the report for the ENTIRE amount of the activity's fixed stamp credit.

Common Discrepancies

When conducting an inspection and audit of your stamp and money order accounts, care must be taken to insure an accurate accounting. Speed is not important, for this makes the possibility of errors more likely. The most common of these discrepancies is allowing the cash in the stamp fund to accumulate to more than one-fourth of the total value of authorized fixed credit. Other errors may be the result of failure to fill in the required information or entering the wrong information when filling in the blocks on Form 2700/3. Another common error is failure to change the combination to the post office safe at required intervals.

We have just touched on a few common errors which may happen in the process of an Inspection and Audit. If you keep up to date with the Navy Postal Instructions in the proper handling of your fixed stamp credit, these errors will be easily eliminated.

Disposition of Report

When the commanding officer is satisfied that the report of the Inspection and Audit is complete, he will sign the original. The original copy is then filed in the Administration Department files. The carbon copy will be returned to you to be filed in the post office files. Your monthly Inspection and Audit of Postal Clerk's Accounts is then complete.

QUARTERLY STATISTICAL REPORT OF NAVY POSTAL OPERATIONS

To evaluate the operations of a Navy post office and determine the postal needs for future operations of the Navy Postal Service in general, reports of postal operations during the quarter must be submitted by each individual Navy post office. It will be your responsibility as a Navy Postal Clerk to assist in the preparation of this report. In order that the report may be evaluated properly, the information you give on the report form must be accurate. During the last month of each quarter at the time of your monthly Inspection and Audit of Postal Clerk's Accounts, you will compile all the information concerning postal personnel, mail handling, stamp and money order accounts, and inspections to be included in the report. The report is identified as OPNAV Report 2700-1, and is submitted on OPNAV Form 2700/3, Part II. If you keep your files up to date and in order, you will have no trouble completing and submitting this report.

Preparation of Form

The OPNAV Form 2700/3 is a two-part form. Part I as you have learned early in this chapter is for the Inspection and Audit of the Postal Clerk's Account. Part II reports the quarterly statistical information on the postal operations of your post office. This combined report is submitted once each quarter in the months of March, June, September, and December. When the auditing officer holds his surprise inspection and audit during these months, you not only complete Part I of the form for the Inspection and Audit, but you also include the information required to complete Part II. See fig. 15-2. This report does not necessarily report the first through the last day inclusively of the complete quarter being reported, but covers all business transacted and statistics developed since the date of the last quarterly statistical report. After the rough copy on Part I of OPNAV 2700/3 is completed, Part II is completed as follows:

a. Section one, Quarterly Postal Revenues.
  1. Total postal meter sales.
  2. Total stamp sales.
  3. Grand total of Postal meter and stamp sales.

b. Section two, Quarterly Money Order Statistics.
  1. Total number of money orders issued.
  2. Total cash value of money orders sold.
  3. Total amount of fees.
  4. Number of money orders cashed.
  5. Cash value of money orders cashed.

c. Section three, Miscellaneous Data.

1. List the average transit time from your serving Fleet Post Office, for the various categories of mail listed. If you are aboard ship give the general area of operation during the reporting period. If at an overseas activity give the geographical location of your post office.

2. Give the average number of personnel served by your post office. Personnel served shall be listed in three categories: military, civilian, and military dependents.

3. List the total number of claims processed, indicating the number of claims for loss and those for damage.

d. Section four, Record of Inspections held during the Quarter.

1. List all inspections and audits which were held during the current quarter. Indicate name, rank and title of inspection officer, date of inspection and whether the inspection was a monthly or special inspection.

e. Section five, Postal Personnel Information.

1. List all personnel employed in the Navy post office of your command during the current quarter, indicating full name, social security number, rate and effective date of designation as a Navy postal clerk or finance clerk.

2. Where personnel have not been employed for the entire quarter, show inclusive dates they were employed.

f. Section six, Miscellaneous Remarks.

1. Indicate under remarks section any special circumstances or information pertinent to the postal operations during the reporting period.

1. If your post office is based overseas, also list in this section the volume of mail received for further transfer to mobile units in your area.

2. If your post office is aboard ship or is a mobile unit, indicate the volume of mail received for further transfer to other ships in company or outlying units.–

The rest of the form is completed in the same manner as outlined for Inspection and Audit of Postal Clerk's Accounts. Now that the rough copy is filled out you are ready to put the complete combined report in the smooth.

Disposition of the Report

When you type this report in the smooth, prepare an original and four copies. The original will go to your Accountable Postmaster, with copies to CNO Postal Affairs Branch, Chief of Naval Personnel, your Administration Department file, and the last copy to your Post Office file. As we mentioned earlier, care should be taken in preparing and typing the report to ensure it is accurate. Typing errors are the most common, so proofread your report with someone to make sure it is typed right. When you are certain the report is complete and accurate, submit it for the necessary signatures. This combined report has the same signature requirements as the Inspection and Audit of Postal Clerk's Accounts discussed earlier.

MONTHLY REPORT OF MAIL DISPATCHED (AG-18)

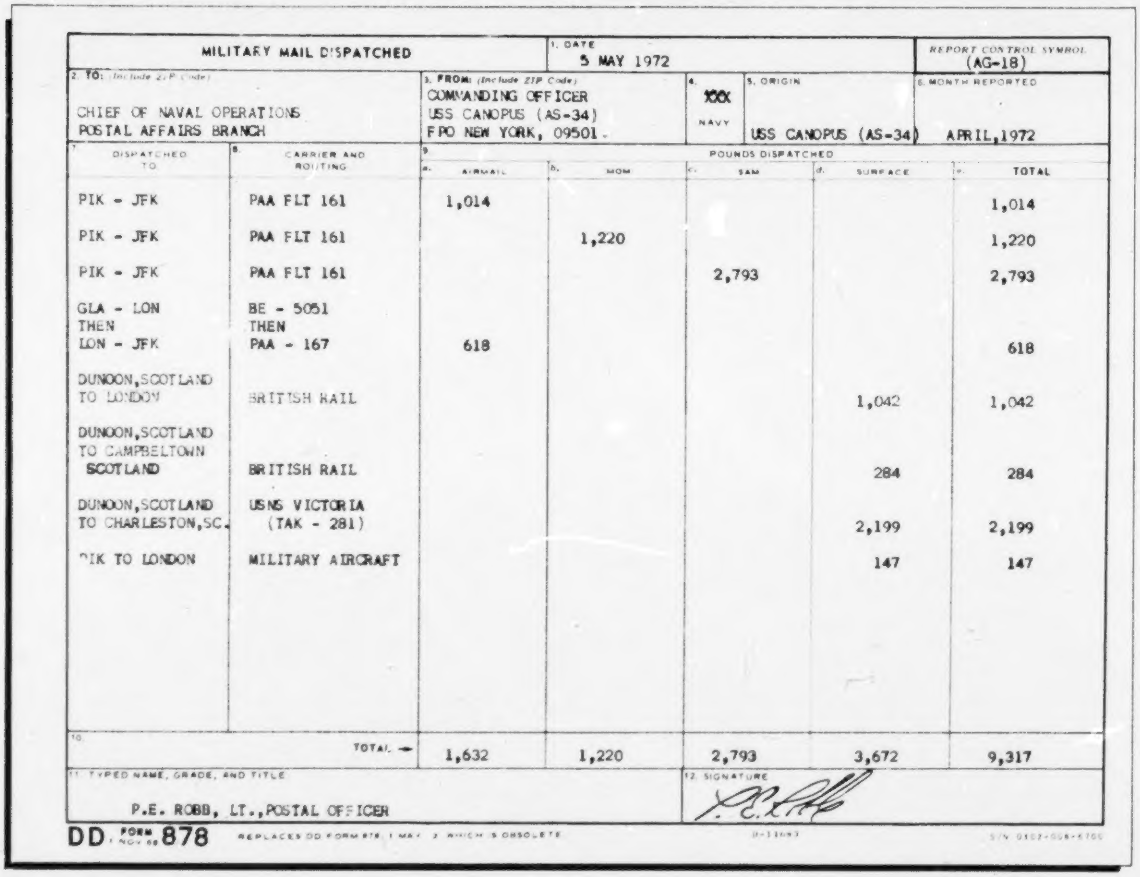
A report of mail tendered directly to airlines, Army or Air Force post offices or Air Force aerial mail terminals, foreign postmasters, State Department representatives or attachés for transportation in accordance with chapter 11 of the OPNAVINST 2700.14 (current) must be submitted monthly to CNO Postal Affairs Branch. This report is submitted by fleet post offices, overseas shore-based post offices, mobile units, and other Navy Activities tendering U.S. mail to airlines as discussed above. Individual commands or units should not report mail delivered to civil post offices or Navy post offices for dispatch to ultimate destination.

The report should be prepared in triplicate on DD Form 878. See fig. 15-3. Send the original and one copy to CNO Postal Affairs Branch and keep the remaining copy for your post office files.

This report can easily be prepared by following the blocks and columns of DD Form 878. See fig. 15-3. Any additional information you may desire can be found in OPNAVINST 2700.14(current), U.S. Navy Postal Instructions.

QUARTERLY REPORT OF DOMESTIC REGISTERED AND INSURED BUSINESS

A quarterly report showing the total number of all registered and insured pieces which your office accepted for dispatch during the quarter, must be submitted to your accountable postmaster. The form you use to make this report is PS Form 834, fig. 15-4. Every post office which accepts this type of mail is required to submit a report as soon as practicable after the close of



MILITARY MAIL DISPATCHED

1. DATE 5 MAY 1972

REPORT CONTROL SYMBOL (AG-18)

2. TO: (Include ZIP Code)
CHIEF OF NAVAL OPERATIONS
POSTAL AFFAIRS BRANCH

3. FROM: (Include ZIP Code)
COMMANDING OFFICER
USS CANOPUS (AS-34)
FPO NEW YORK, 09501.

4. XXX NAVY

5. ORIGIN USS CANOPUS (AS-34)

6. MONTH REPORTED APRIL, 1972

7. DISPATCHED TO	8. CARRIER AND ROUTING	9. POUNDS DISPATCHED a. AIRMAIL	b. MOM	c. SAM	d. SURFACE	e. TOTAL
PIK - JFK	PAA FLT 161	1,014				1,014
PIK - JFK	PAA FLT 161		1,220			1,220
PIK - JFK	PAA FLT 161			2,793		2,793
GLA - LON THEN LON - JFK	BE - 5051 THEN PAA - 167	618				618
DUNOON, SCOTLAND TO LONDON	BRITISH RAIL				1,042	1,042
DUNOON, SCOTLAND TO CAMPBELTOWN SCOTLAND	BRITISH RAIL				284	284
DUNOON, SCOTLAND TO CHARLESTON, SC.	USNS VICTORIA (TAK - 281)				2,199	2,199
PIK TO LONDON	MILITARY AIRCRAFT				147	147
10. TOTAL →		1,632	1,220	2,793	3,672	9,317

11. TYPED NAME, GRADE, AND TITLE P.E. ROBB, LT., POSTAL OFFICER

12. SIGNATURE P.E. Robb

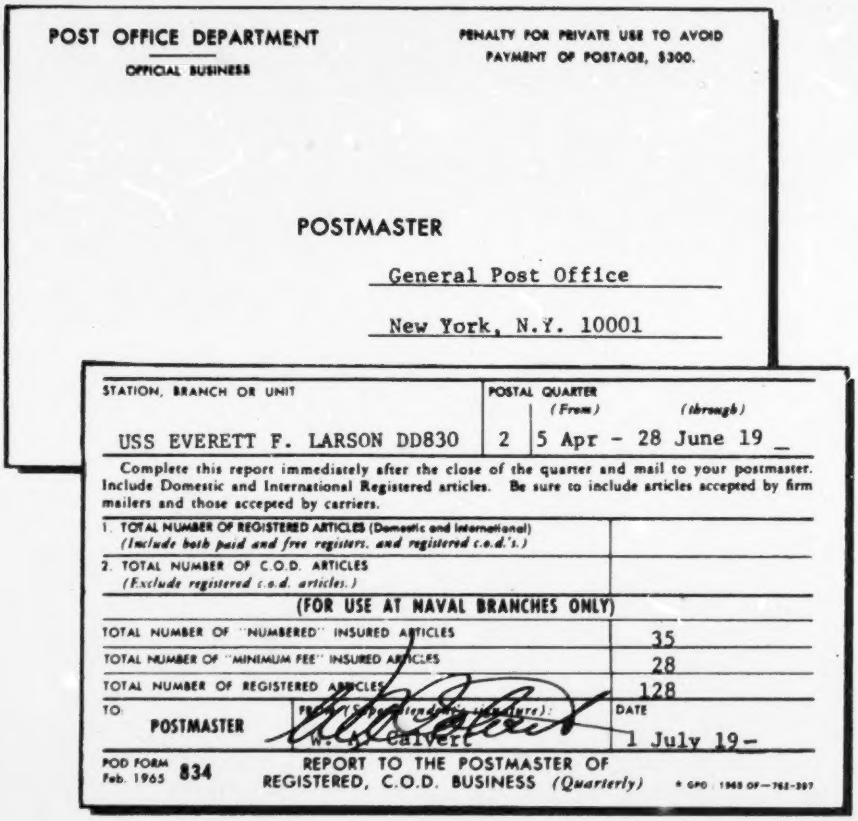
DD FORM 1 NOV 66 878 REPLACES DD FORM 878, 1 MAY [illegible] WHICH IS OBSOLETE

60.115

Figure 15-3.—DD Form 878, Symbol AG-18, Monthly report of mail dispatched.

business on the last day of each postal quarter. Postal quarters normally do not fall on the same dates as the Navy quarter. Postal quarters are decided by the U.S. Postal Service, and the dates are usually published in the first Postal Bulletin following the last day of the previous calendar year. Your accountable postmaster will send you predated PS Forms 834 sometime in the last quarter of the postal year. When you receive the predated forms, record the dates for the end of each quarter on your record of reports. This will assist you in meeting the reporting deadline. It is a good idea to obtain a supply of blank PS Forms 834. through your postal supply system, just in case you do not get your predated forms from your accountable postmaster.

To compute the total amount of registered and numbered insured pieces, subtract the first number (either registered or insured) from the last number accepted for the current quarter and add 1 to the answer. This will give the correct number you received for the quarter. Enter this number in the correct space on the reporting form. Each Navy post office usually establishes its own method of determining the number of "minimum fee" unnumbered insured articles accepted during the quarter. Even though no record of this quarterly report is required, it is a



POST OFFICE DEPARTMENT

OFFICIAL BUSINESS

PENALTY FOR PRIVATE USE TO AVOID PAYMENT OF POSTAGE, $300.

POSTMASTER

General Post Office

New York, N.Y. 10001

STATION, BRANCH OR UNIT	POSTAL QUARTER	(From) (through)
USS EVERETT F. LARSON DD830	2	5 Apr - 28 June 19 _

Complete this report immediately after the close of the quarter and mail to your postmaster. Include Domestic and International Registered articles. Be sure to include articles accepted by firm mailers and those accepted by carriers.

1. TOTAL NUMBER OF REGISTERED ARTICLES (Domestic and International) *(Include both paid and free registers, and registered c.o.d.'s.)*	
2. TOTAL NUMBER OF C.O.D. ARTICLES *(Exclude registered c.o.d. articles.)*	
(FOR USE AT NAVAL BRANCHES ONLY)	
TOTAL NUMBER OF "NUMBERED" INSURED ARTICLES	35
TOTAL NUMBER OF "MINIMUM FEE" INSURED ARTICLES	28
TOTAL NUMBER OF REGISTERED ARTICLES	128

TO:	FROM (Superintendent's signature):	DATE
POSTMASTER	W. A. Calvert	1 July 19-

POD FORM 834 Feb. 1965

REPORT TO THE POSTMASTER OF REGISTERED, C.O.D. BUSINESS *(Quarterly)*

* GPO : 1965 OF—762-397

60.100

Figure 15-4.—PS Form 834, Notice to the Postmaster of Domestic, Registered and Insured business.

good idea to make a copy of the report just in case the original should happen to get lost.

MILITARY INSPECTIONS

An Accountable or Navy Postal Clerk must never forget that his post office is part of the ship and, as such, is expected to be shipshape. A post office, like any other office, cannot operate smoothly and efficiently unless time is devoted regularly to maintaining order, neatness, and cleanliness. To ensure that you do this, the postal officer should inspect your office each week. Included in the inspection are the cleanliness and security of the office, undeliverable mail on hand, and the number of empty mail bags on hand. This is a command function and no report is made to the PS or CNO.

INSPECTIONS BY CIVILIAN POSTAL INSPECTORS

When your ship is in a United States port, civilian postal inspectors are authorized to come on board and make an inspection of your office as outlined in the Postal Agreement Between the *U.S. Postal Service and the Department of Defense, and as defined in Navy Postal Instructions*. When the inspector comes aboard, he will present to your commanding officer his credentials and identification, which will consist of a

U.S. Postal Service Commission or a completed PS Form 1375 for station examiner. He may or may not observe your postal operations during your hours of business just prior to the actual inspection.

The form used for reporting a surprise monthly inspection, OPNAV 2700/3, is used by a civilian postal inspector, but the inspection may be reported as a special, and as a regular monthly inspection.

If the inspection is being conducted at the request of your commanding officer, it must also be reported in letter form as discussed earlier in this chapter. Reports of these inspections are made in the same manner as those discussed earlier.

SPECIAL INSPECTIONS

Special postal inspections may be requested by your command to determine areas where postal service may be improved. The inspection, which covers all phases of postal operations, is held by a team of experienced personnel who operate from FMCs Or TNPOs. The teams determine the areas where postal service needs to be improved or corrected, and advise the command of deficiencies in postal operations, with recommendations for corrective measures. Generally, an audit of the Postal Clerk's accounts is held in conjunction with the inspection.

ADMINISTRATIVE INSPECTIONS

Unit commanders may direct that administrative inspections be held at any time, but generally, they are scheduled periodically. Such inspections cover all phases of shipboard administration. Included are inspections of material, personnel, records, reports, files, and the post office.

The inspection is conducted by the unit commander and his representatives. A formal report is made to the type commander, with copies to the ship.

SPECIAL REPORTS OF POSTAL VIOLATIONS, LOSSES, AND OFFENSES

In addition to regular reports of inspections and audits, a report and investigation must be made when there is any evidence of loss, theft, or embezzlement of accountable postal supplies or equipment. This may involve stamp funds, money order funds, blank money orders, stamps or stamped paper, postmarking devices, scales, lead seal clamps or other accountable equipment. When the accountable Postal Clerk discovers the loss he must make an immediate report to his commanding officer through the postal officer. The procedures outlined in chapter 9 as to unaccountable loss of money orders are followed in reporting these losses.

If you have reason to suspect that someone aboard your ship is using the mails to transport obscene or prohibited matter, you should report your suspicion to your postal officer. Any suspected fraudulent use of mails, loss, theft, rifling, wrong delivery, delay, or damage of mail while under naval jurisdiction may be cause for requesting investigation.

When an investigation reveals that a clerk is responsible for loss of postal funds in his custody, the clerk should be given the opportunity to make voluntary restitution. If he does not replace the loss voluntarily the amount of the shortage may be withheld from his pay.

Restoration of Fixed Stamp Credit

When it is necessary to replace a shortage in the fixed credit before postal operations for the command can be resumed, a letter requesting transfer of the amount of the shortage to the accountable postmaster is submitted to CNO. A stamp requisition must be submitted along with the letter of request, listing the amount and denomination of stamps needed to replace the amount of the shortage.

Transferring the amount of the shortage to the accountable postmaster does not relieve the command of responsibility for the amount. The monthly inspection report and any other records of accountability must show the amount of the shortage until it has been restored.

Disaster to Mail Carrier

When a ship or aircraft carrying mail goes down or crashes, the amount of mail aboard must be determined. The officer responsible for obtaining this information is the commander of the area in which the flight or sailing originated.

For example, if a flight which originated in Tokyo crashes while en route to the United States, the Commander U.S. Naval Forces Japan, as area commander, immediately notifies all mail dispatching agencies served by the carrier. He will request a return message stating the information shown on the mail manifests of dispatching NPOs or TNPO, and other pertinent information in order to determine the exact amount of mail aboard the downed plane. This includes details of any registered or insured mail that is aboard the plane. Any mail that is salvaged during the rescue operation is reported to COMNAVFOR Japan by the commander of the rescue mission. When the area commander has gathered all information together, he will determine what mail is presumed lost and inform all NPOs who dispatched mail aboard the downed plane. This includes the lock or sack jacket number of registered mail pouches and the series number and number of bags in each series of ordinary mail. CNO should be an information addressee on all message traffic concerning this disaster.

An NPO who dispatched mail aboard the plane must now inform the senders of their loss, or if the mail was accepted for dispatch from a shipboard NPO, the ship must be informed. Information concerning other mail presumed to be lost in the crash must also be published. When this report is received by your ship, the senders of registered or insured mail must be notified individually, and a general notice of the loss must be published. The latter will probably be done in the Plan of the Day. The postal officer may request your assistance with the individual notices. Senders of unnumbered mail will come to the post office to initiate claims if they have mailed out checks, money orders, or other items of monetary value. A report must be sent to COMNAVFOR Japan listing all lost mail, including the numbers of registered and insured pieces and whether the senders of these pieces and other mail have been notified.

When the area commander has all this information, he will either send a combined report of all losses or copies of each report to CNO, who in turn informs the USPS. The list of registered mail in this report must include the office of origin in addition to the number.

The senders of registered or insured mail presumed lost may now submit claims for loss following the procedures outlined in chapter 14.

When a disaster occurs to a carrier of mail outbound from the United States, the area commander concerned will be Commander Hawaii Sea Frontier, for the west coast ports, including dispatches to Alaska, and Commander Eastern Sea Frontier for all dispatches originating at east coast or gulf coast ports.

Mail Missing or Lost in Transit

In an overseas area aboard ship, you will receive advance notice by message from your terminal Navy post office when mail is scheduled to arrive, what type of mail it is, and how it is to arrive. With this information you should have no trouble in locating your mail in any port. However, if you follow the instructions in your mail arrival message and you are unable to locate your mail, you must determine whether you have all pertinent information or if you are missing later information.

When all your local inquiries have failed to turn up the mail, tracer action must be initiated. In most cases a tracer message to your TNPO will clear up the matter, but if it does not, the dispatch must be traced from the originating point to the point where the mail became missing or was lost in transit. If the mail is not found after reasonable tracer action has been taken or after 30 days, whichever is sooner, it must be reported as lost mail.

This report is submitted directly to the TNPO who originated the dispatch, and a copy is furnished to CNO. If there was any registered mail in the dispatch, the possibility of compromise of classified matter becomes involved, and procedures outlined in the Department of Navy Supplement to the DOD Information Security Program Regulation, OPNAVINST 5510.1D, must be followed. The procedures followed by the area commander when mail is lost due to disaster to a mail carrier are carried out also. Inquiries resulting from the loss concerning registered mail should include the office of origin.

RETENTION AND DISPOSAL OF RECORDS AND REPORTS

In order that records and reports may be retained or disposed of systematically, files are terminated periodically and a new file series begun. This makes the job of removing the records for destruction or transferring the files for retention much easier.

Files for a Navy post office are terminated (cut off) at the end of each fiscal year. To terminate the files means simply to close the entire files and start a new and separate file system just like the one you terminated.

To ensure that the old records and reports you have terminated are disposed of within a reasonable time of the scheduled date, visibly label the records disposal instructions for each file retained, showing the disposal authority and date of destruction.

Time length for retention and method of destruction for post office records and reports are listed in the Postal Service Manual and U. S. Navy Postal Instructions.

CHAPTER 16

OFFICE PRACTICES AND PROCEDURES

In your dealings with post office patrons you must constantly remember that the post office is a service office. Prompt and courteous service cannot be stressed too much. Courtesy like enthusiasm is caught, not taught. To be effective it must be genuine. Courtesy is contagious; if you are courteous you will find it spreading to your assistants and reflected in the responses of those to whom you render service.

Most office workers have three principal areas in which they must emphasize courtesy: talking on the telephone, answering correspondence, and direct contact with those who come to the office. While you will have some experience with all of these, by far the most numerous are your contacts of the latter type—at the post office window during one of the following:

- Stamp and money order sales.
- Mail receipt and delivery.
- Handling complaints, inquiries, and claims.
- Answering routine questions.

The following excerpt from a Postal Bulletin provides an excellent guide for window operations at any Navy post office, afloat or ashore:

> "YOU—OUR CUSTOMER—when coming to your post office, have the right to expect, and can depend upon—
>
> - A neat, clean counter on which to transact your business
> - A well-groomed, neat postal clerk to serve you
> - A friendly greeting that expresses our desire to assist you
> - Interested window clerks to help you with your postal needs
> - Prompt, alert and efficient service
> - Competent and correct information on all questions and inquiries
> - An attitude that reflects helpfulness, patience, and congeniality
> - The courtesy and tact you would expect to receive from a friend
> - Polite referral to another individual, when necessary, to give you the appropriate service
> - A feeling, upon leaving, that we were glad to serve you and help you at all times."

Although it could be said that you have performed your duty when you have delivered a letter, much of the effect of your efficient work is spoiled if you deliver it with a scowl, a sarcastic remark, or in an uncourteous manner. You may sell stamps longer than the posted hours, but if you do so with a belligerent attitude which indicates that the patrons are to blame for your situation and which generally registers your displeasure, your efforts will do little to lift shipboard morale.

Navy personnel are entitled to, and expect, the same courteous treatment from their Postal Clerks as they would expect to receive from a civilian postal employee—the same courteous treatment that a Postal Clerk expects when he solicits the services of Disbursing Clerks or Personnelmen. Courtesy, tact, and diplomacy are not only normal obligations of one shipmate to another, their use is also a mandatory requirement of the *Postal Service Manual.*

You will find it easier to maintain an office atmosphere that is consistently pleasant and courteous if you have confidence in your ability to perform your duties correctly—that is, if you are thoroughly familiar with routine procedures and know where to find information quickly on types of transactions less frequently performed. The confidence comes only with study and practice.

The previous chapters of this text have described the various postal procedures with which you are required to be familiar and have given you information on postal organization and sources of additional and more detailed information on postal operations. There are, in addition, various procedures common to Navy offices in general which a Postal Clerk must know in order to perform his duties correctly—correspondence, filing, maintenance and use of official directives, security of classified matter, and the care and maintenance of office machines. These subjects, as they apply to the Navy post office, are covered in this chapter.

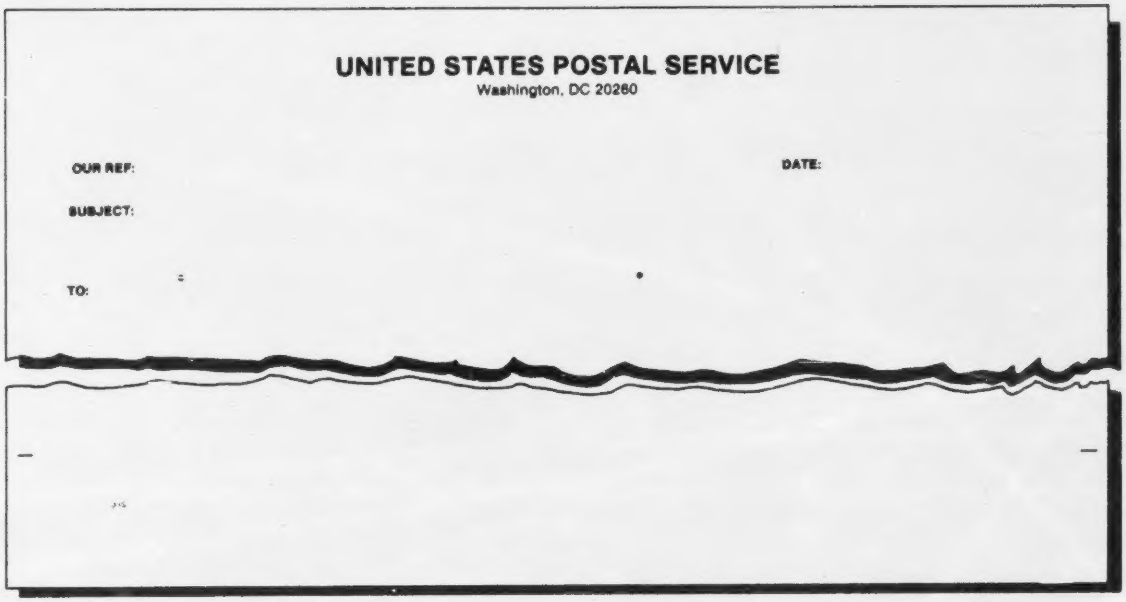
CORRESPONDENCE

You may be required to handle some official correspondence. Official correspondence in the Navy includes all recorded communications sent or received by a person in the Navy in the execution of the duties of his office.

Besides letters, correspondence includes such things as messages transmitted by telegraph or radio. It also includes endorsements attached to letters or memos. There are two principal types of letters used in the Navy; the naval form, and the business form. Within the Navy, official correspondence usually is prepared in naval form. This format also is used when writing to certain other agencies of the United States Government, especially those within the Department of Defense. Some civilian forms that deal extensively with the Navy have also adopted the naval form.

Many official letters addressed to persons outside the Navy are written in business form, including many dealing with matters relating to individuals and those written to civilian firms or to official Government agencies that have not adopted the naval form.

Much of the correspondence between NPOs is written as a Memorandum. See figure 16-1. This is a U.S. Postal Service Memorandum form, and may be obtained through the PS supply system. Other forms you should be familiar with are the Navy's MEMO form, SPEEDLETTER form, and the MESSAGE blank (discussed later in this chapter). A knowledge of *The Navy Directives*



UNITED STATES POSTAL SERVICE
Washington, DC 20260

OUR REF:

DATE:

SUBJECT:

TO:

60.116(60B)

Figure 16-1.—U. S. Postal Service Memorandum Form.

System is necessary also for preparing and filing correspondence.

The Navy Directives System

In addition to PS directives, there are numerous Navy directives issued by the bureaus, systems commands and offices of the Navy Department that affect your work.

Fleet and force commanders and district commandants also issue directives to subordinate commands, and in addition there are the local directives of your own ship or station. All of these are numbered according to the same system, to which the instruction Navy-Marine Corps Standard Subject Classification System, SECNAVINST 5210.11 (current series) is the key. (Be sure you have the latest changes to this instruction.)

Purpose of the System. Use of this single Navy-wide numbering system for directives enables each naval activity receiving directives to:

1. Group directives by subjects and combine related subjects.
2. Distinguish between directives of a continuing nature and those of a brief duration.
3. Obtain complete sets of Instructions upon activation or commissioning.
4. Determine by use of periodic checklists, the current status and completeness of its set of directives.
5. Determine, by use of subject indexes, what directives are in effect on a subject.
6. File directives and describe them as references by one easy method.
7. Use the same numbering system for correspondence files as for directives.

Types of Directives. *The Navy Directives System* provides for two types of directives:

1. INSTRUCTIONS, which contain information of a continuing nature or require continuing action, or action which must be taken but cannot be completed in less than 6 months. An Instruction has continuing reference value and is effective until the originator cancels it.

2. NOTICES, directives of a one-time nature, or those which contain information or action applicable for a brief time only (usually 6 months or less, but in no case more than 1 year). A Notice has the same force and effect as an Instruction but does not have permanent reference value. It therefore contains a paragraph which indicates when it shall be cancelled. When the exact length of time a Notice is to remain in effect cannot be determined at the time of issuance, the specific date for record purposes is set far enough in the future to allow all necessary use of the Notice.

Subject Classification Systems

The Navy-Marine Corps Standard Subject Classification System contains a list of Numerical Subject Classification Codes, composed of 13 major subject groups. Each of these major subject groups is designated by a 4 or 5 digit numeric code. The major groups are:

1000-1999 –– Military Personnel

2000-2999 –– Communications

3000-3999 –– Operations and Readiness

4000-4999 –– Logistics

5000-5999 –– General Administration and Management

6000-6999 –– Medicine and Dentistry

7000-7999 –– Financial Management

8000-8999 –– Ordnance Material

9000-9999 –– Ship Design and Ships' Material

10000-10999 –– General Material

11000-11999 –– Facilities and Activities Ashore

12000-12999 –– Civilian Personnel

13000-13999 –– Aeronautical and Astronautical Material

These major subject groups are subdivided into primary, secondary, and sometime tertiary (third) breakdowns. Primary subjects are designated by the last three digits (the hundred group) of the code number. For example:

In the post office, most correspondence falls within the 2700 series. The major headings within the series are:

2700-2799	MAIL AND POSTAL AFFAIRS
2700	General
2710	Policies, Regulations, and Liaison
2720	Transportation
2730	Losses, Claims, and Complaints
2740	Postal Operations

NAVAL FORM OF CORRESPONDENCE

The primary objective of Naval correspondence is to enhance the degree of effectiveness and quality of written communications. Very important secondary objectives are efficiency and economy through the achievement of a degree of standardization. This facilitates preparation; reading and comprehension; filing, research, and retrieval; and job orientation and performance, due to the minimization of training for new and rotating personnel. Just as the reputation and influence of any organization are affected by the appearance and demeanor of its personnel representatives and the quality of its products, the current and continued effectiveness of any component or the entire Department is enhanced or diminished as it is represented and judged by the documents by means of which most business is transacted.

Standard Naval Letter

The standard naval letter is from one originator to one addressee. The style of the standard naval letter sets the pattern for all types of correspondence, including the business letter.

Joint Letters

When officials of two or more activities need to issue a letter concerning a particular subject or administrative problem common to the activities, a joint letter is prepared. It may be directed to one addressee, or two or more addressees identified separately or as a group.

Multiple-Address Letter

A multiple-address letter is used to address two or more activities, which are individually identified or addressed as a group. It shall not be used for material belonging in the directives system.

Navy Directives

The Instructions and Notices of the *Navy Directives System* are forms of the naval letter. Since a directive is distributed to a number of addressees, it is normally produced on a duplicating machine.

Endorsement

An endorsement is used by an official to forward, with appropriate recommendation, comment, or information, correspondence which is transmitted via him before it reaches its destination, or to redirect a mis-addressed letter. The contents of a prior endorsement also may be the subject of comment. An endorsement is most effectively used for transmission of correspondence through the chain of command. It becomes part of the basic letter to which it is appended, and is not subsequently treated apart from the letter. An endorsement is not routinely used to reply to a letter. A "via" addressee may endorse a letter back to the originator for further information, or, if appropriate, in final reply to the basic letter.

Speedletter

A speedletter is a form of naval correspondence used for urgent communication which does not require electrical transmission. The speedletter format is not used for directives. Its primary purpose is to call attention to the communication, so that it will be given priority handling by the recipient.

Memorandum

The memorandum is a form of naval correspondence used for informal communications within and between headquarters components of the Navy Department, between fleet and force commanders and units of command under their jurisdiction, and within a field activity. There are four memorandum formats which can be used. The choice is largely at the discretion of the originator.

"From-To" Memorandum. A "from-to" memorandum is used for informal communications between subordinates.

"Memorandum for" Memorandum. The "memorandum for" is a more formal and often more official format, used for communicating with high level officials.

2-Way Letter/Memo. The 2-Way Letter/Memo, OPNAV 5216/146, used either as a routine naval letter or as a "from-to" memorandum, incorporates the efficiencies of a preprinted format, pre-inserted carbon, and a two-way communication cycle. It is used only for a communication to which a reply is required.

Features of Naval Letters

No salutation or complimentary close appears on a naval letter. The letter is prepared in block style; that is, without indenting, except for the first lines of subparagraphs or for extensive quotations (fig. 16-2). Correspondence is dated with the date on which it is signed, and for this reason, the typist should omit the date on a letter that will be signed in another office, or which may not be signed the day it is typed.

Content. The body of a naval letter contains the substance or essential facts of the communication in simple, concise, impersonal, and tactful language. There should be no repetition. Each paragraph should express ONE complete thought in logical sequence. If necessary to add to the clarity of a letter, put tables, diagrams, and sketches in enclosures.

If a letter is in reply to another letter, answer ALL questions, expressed or implied.

When drafting a letter to superiors of the person who will sign it, be careful about respect and courtesy due them. For example, a junior officer always INVITES ATTENTION TO a special matter; he DOES NOT DIRECT ATTENTION TO.

It is a good idea always to make a rough draft of a letter (double-spaced for convenience in correcting) for the signing officer to check and review, as desired. Then type the letter single-spaced with his suggestions included.

Specific instructions for preparing and handling correspondence follow:

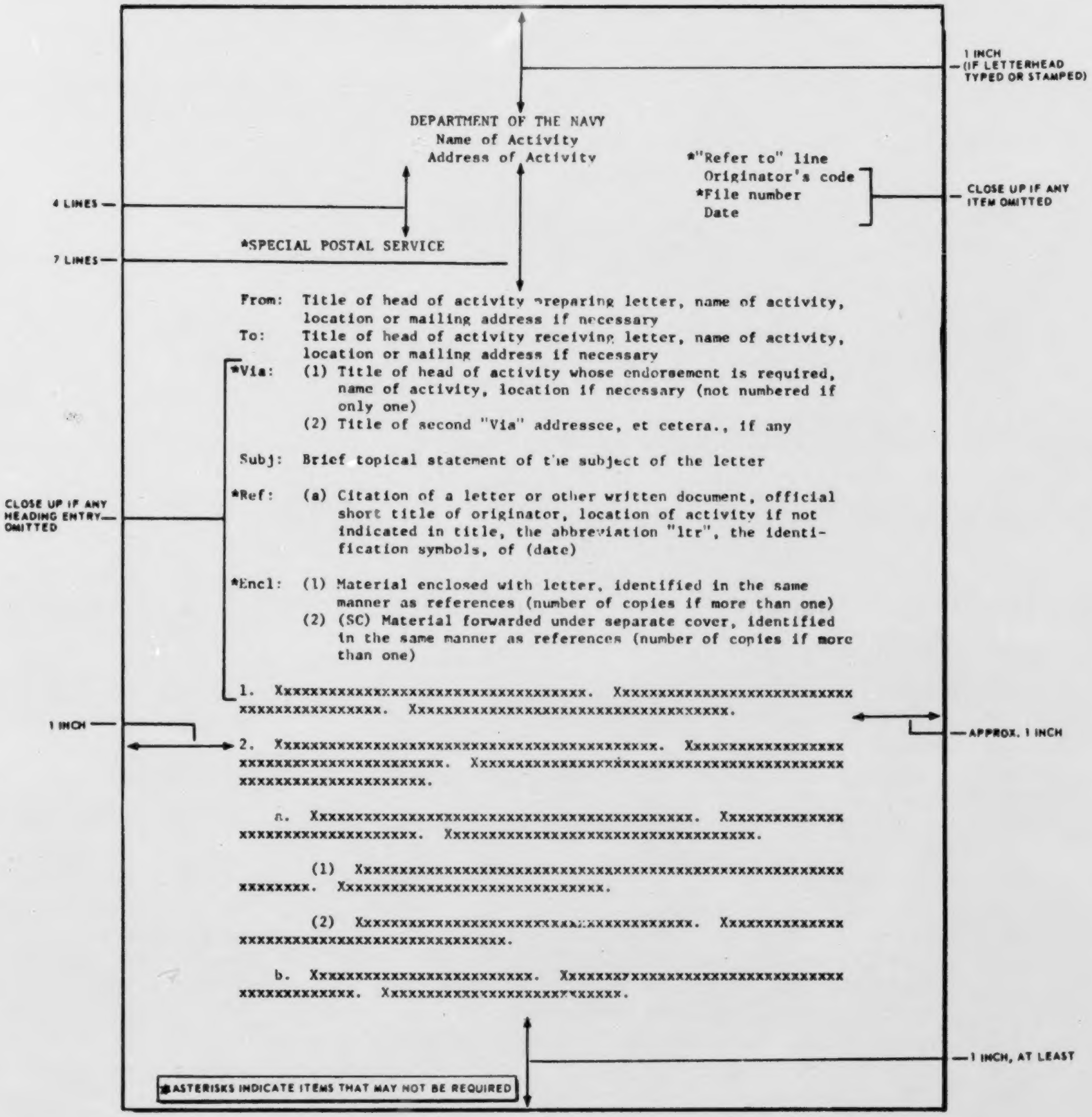
1. Official correspondence should be typed or printed.
2. Correspondence must be kept at a minimum in numbers, copies, and content.
3. Official correspondence will be forwarded through the chain of command or control, unless otherwise stated by Navy Regulations or competent authority.

BUSINESS FORM LETTER

The business-form letter is used for correspondence addressed to persons or agencies outside the Department of Defense who have not adopted or are not familiar with the naval form of correspondence. Although most business form letters are similar in form and style, you should follow the format shown in figure 16-3.

One of the major differences between the naval form and the business form letter is that the business form uses the salutation and the complimentary close.

If the name of an official is not known, he or she may be addressed by title only, with "My dear Sir:" or "My dear Madam:" as the salutation. If there is doubt as to whether the addressee is a man or a woman, the title "Mr." is used with the name. If the marital status of the woman addressed is unknown, the title "Ms." is used with the name. All titles in the address and


1 INCH
(IF LETTERHEAD TYPED OR STAMPED)
4 LINES
7 LINES
CLOSE UP IF ANY ITEM OMITTED
CLOSE UP IF ANY HEADING ENTRY OMITTED
1 INCH
APPROX. 1 INCH
1 INCH, AT LEAST

DEPARTMENT OF THE NAVY
Name of Activity
Address of Activity

*"Refer to" line
Originator's code
*File number
Date

*SPECIAL POSTAL SERVICE

From: Title of head of activity preparing letter, name of activity, location or mailing address if necessary
To: Title of head of activity receiving letter, name of activity, location or mailing address if necessary
*Via: (1) Title of head of activity whose endorsement is required, name of activity, location if necessary (not numbered if only one)
(2) Title of second "Via" addressee, et cetera., if any

Subj: Brief topical statement of the subject of the letter

*Ref: (a) Citation of a letter or other written document, official short title of originator, location of activity if not indicated in title, the abbreviation "ltr", the identification symbols, of (date)

*Encl: (1) Material enclosed with letter, identified in the same manner as references (number of copies if more than one)
(2) (SC) Material forwarded under separate cover, identified in the same manner as references (number of copies if more than one)

1. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

2. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx.

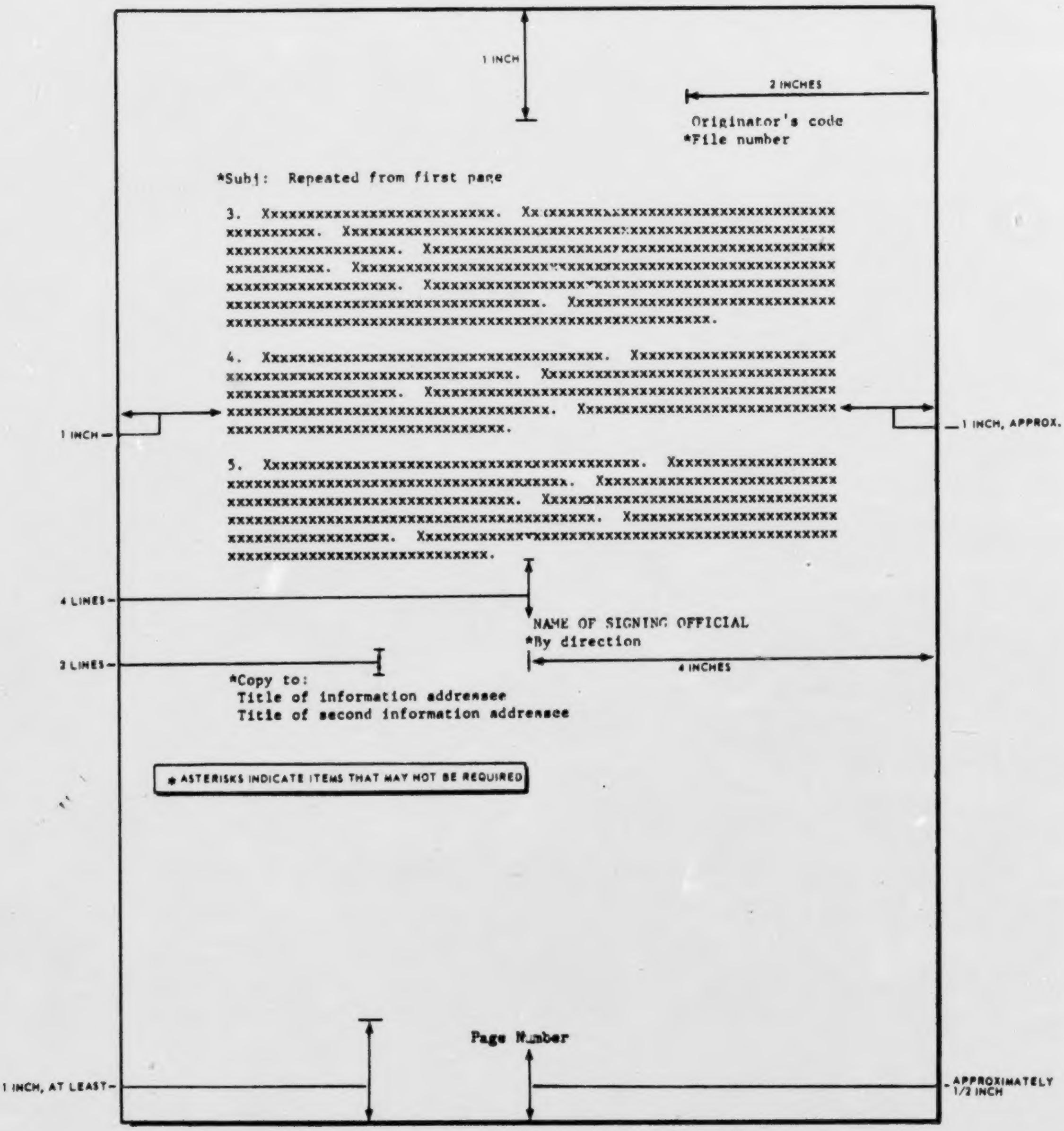
a. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

(1) Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

(2) Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

b. Xxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxx.

*ASTERISKS INDICATE ITEMS THAT MAY NOT BE REQUIRED



Originator's code
*File number

*Subj: Repeated from first page

3. Xxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
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4. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxx
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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

5. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxx
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xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

NAME OF SIGNING OFFICIAL
*By direction

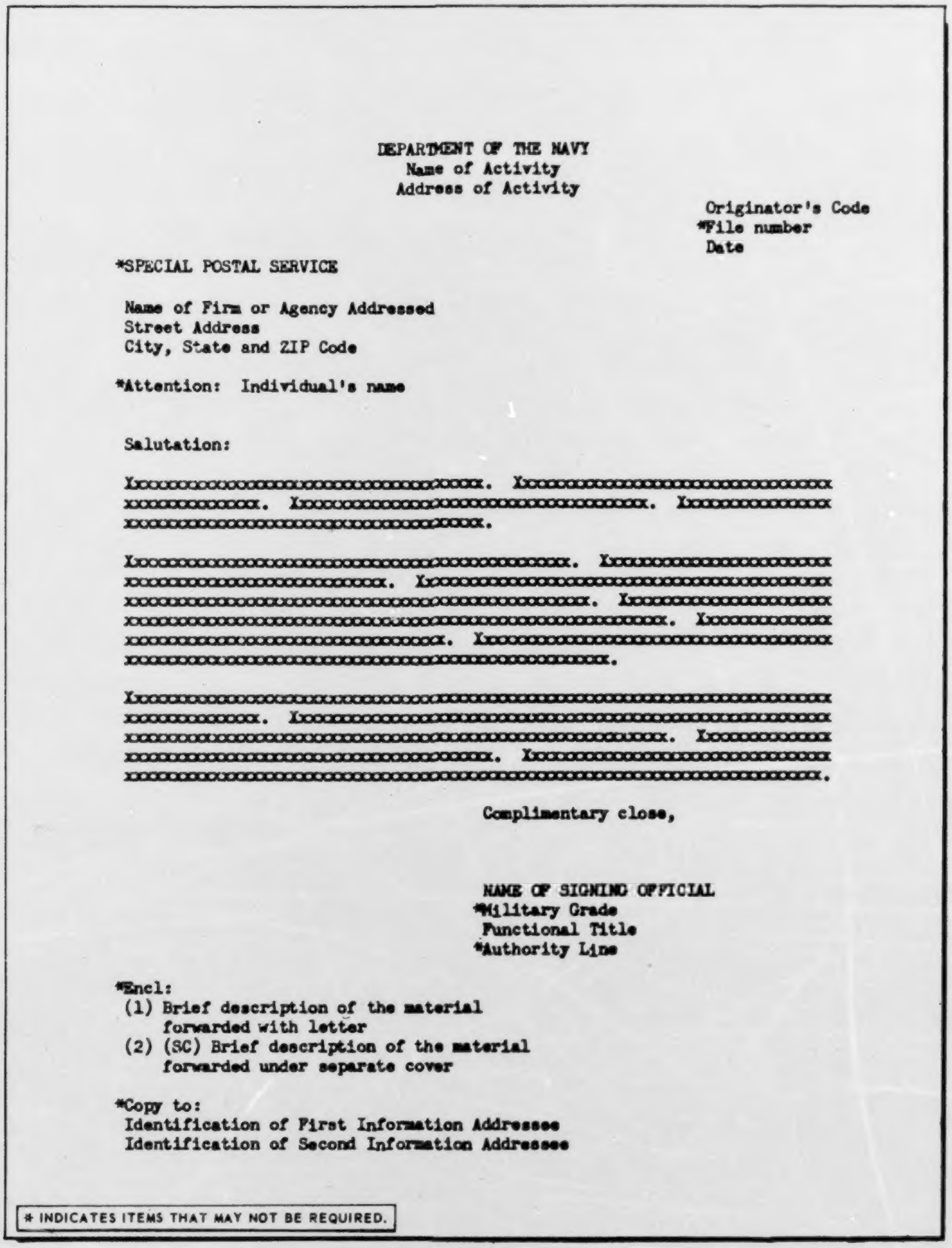
*Copy to:
Title of information addressee
Title of second information addressee

* ASTERISKS INDICATE ITEMS THAT MAY NOT BE REQUIRED

Page Number

95.17

Figure 16-2.—Format of a Naval Letter.



DEPARTMENT OF THE NAVY
Name of Activity
Address of Activity

Originator's Code
*File number
Date

*SPECIAL POSTAL SERVICE

Name of Firm or Agency Addressed
Street Address
City, State and ZIP Code

*Attention: Individual's name

Salutation:

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. Xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx.

Complimentary close,

NAME OF SIGNING OFFICIAL
*Military Grade
Functional Title
*Authority Line

*Encl:
(1) Brief description of the material
forwarded with letter
(2) (SC) Brief description of the material
forwarded under separate cover

*Copy to:
Identification of First Information Addressee
Identification of Second Information Addressee

* INDICATES ITEMS THAT MAY NOT BE REQUIRED.

95.31

Figure 16-3.—Business form letter.

salutation, except Dr., Mr., and Mrs., are spelled in full.

The preferred form of the complimentary close in the Department of the Navy is "Sincerely yours," but in a few instances the more formal and impersonal close "Very truly yours," may be more appropriate.

MESSAGES

A naval message is used only when information is of an urgent nature and must be transmitted rapidly. A message will not be used when the necessary information or directive can reach its destination in time for proper action when transmitted by speedletter or letter, utilizing airmail, as appropriate. Messages are prepared on the form prescribed by the local communication activity.

Preparation and General Style

Naval messages are prepared in accordance with communication instructions and related publications issued by the Chief of Naval Operations. Subject, paragraph, downgrading and declassification markings to be used in classified messages are also prescribed by the Chief of Naval Operations. Details on the drafting and handling of messages are furnished by local communication activities. The following general instructions apply to the preparation of all naval messages (fig. 16-4).

Abbreviations in the Heading. Use abbreviated titles, in capital letters, of the commands, or activities in the "from," "to", and "info" lines. For brevity and security, the number of addresses shall be kept to a minimum. Limit the addresses to those who need to know. With the exception of task organization designations, all numerals in abbreviated titles shall be spelled out. It is not necessary to list the types and hull numbers of ships after the name. Short titles or abbreviations will not be used if the message is addressed to a Member of Congress, a commercial concern, or another nonmilitary addressee.

Message Text. The text is that part of a message which contains the thought or idea the drafter desires to communicate, for it is the reason for the existence of all other parts of the message. The text of a message must be clear, accurate, and concise. Brevity must not be achieved with the loss of accuracy; rather, brevity will be achieved through the proper choice of words and good writing techniques. Uncommon phrases and modes of expression must not be carried to the point where the meaning becomes ambiguous or obscure. The drafter shall word a message so that it expresses precisely the thought he desires to convey.

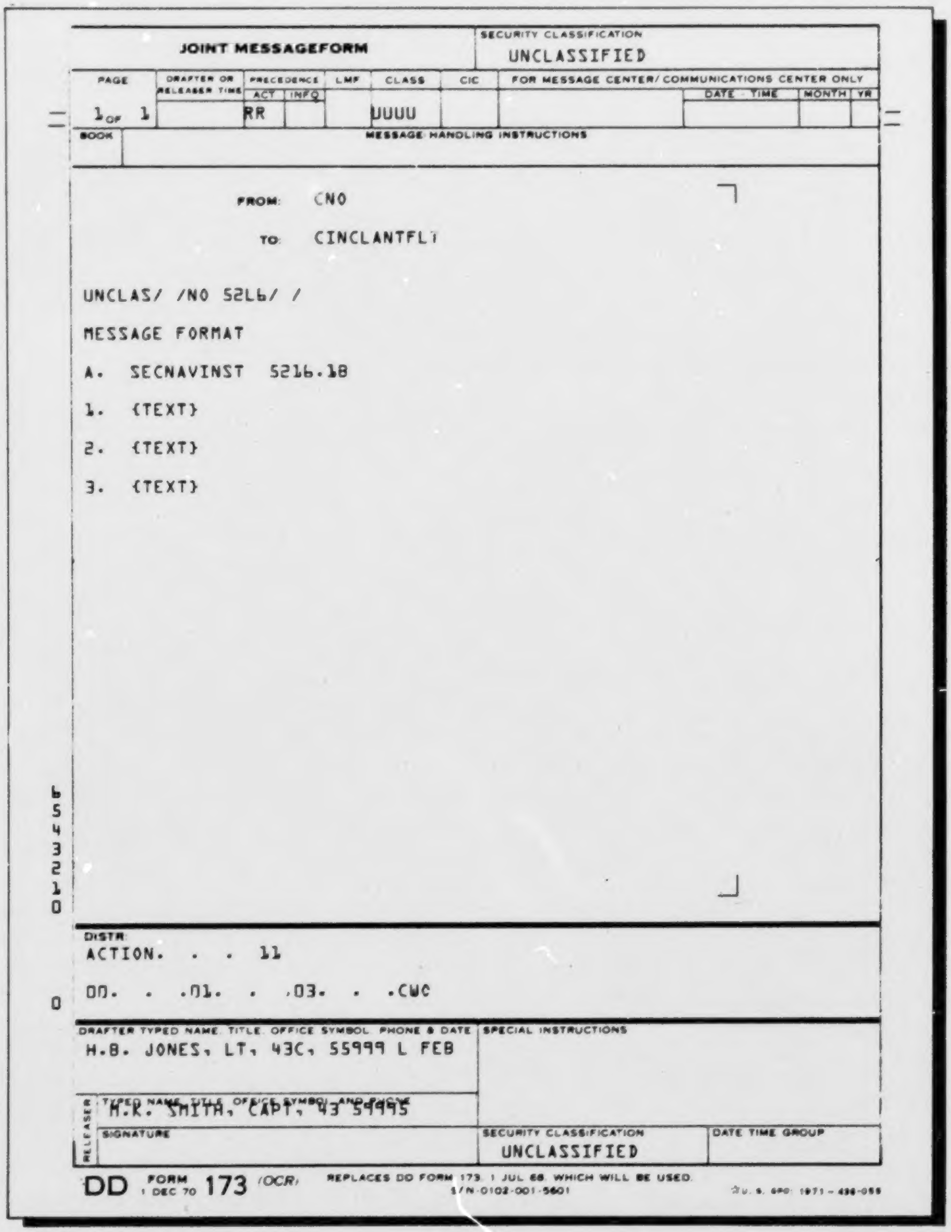
Abbreviations. Abbreviations within the texts of messages will be limited to those meanings that are self-evident, unequivocal, or which are recognizable by virtue of long-established usage. Exceptions may be made in the case of currently authorized abbreviations in messages on routine administrative or technical matters which will be handled only by persons familiar with the abbreviations used. In doubtful cases, the rule that clarity always takes precedence over brevity will be followed.

Precedence

The precedence assigned to a message is determined by the subject matter of the text and the time factor involved. The assignment is the responsibility of the originator. There are four precedence categories used to specify the relative order in which messages are to be handled. These categories indicate:

1. To the originator: The required speed of delivery of the message to the addressee.
2. To communication personnel: The relative order of message processing, transmission, and delivery.
3. To the addressee: The relative order in which to note and/or take necessary action on the message.

Multiple address messages having both action and information addressees may either be assigned a single precedence, in which case it indicates the precedence for the addressees, or all action addressees and a lower precedence for all information addresses. Definitions of precedence are as follow:



JOINT MESSAGEFORM

SECURITY CLASSIFICATION
UNCLASSIFIED

PAGE	DRAFTER OR RELEASER TIME	PRECEDENCE ACT	PRECEDENCE INFO	LMF	CLASS	CIC	FOR MESSAGE CENTER/ COMMUNICATIONS CENTER ONLY	DATE - TIME	MONTH	YR
1 OF 1		RR			UUUU					

BOOK
MESSAGE HANDLING INSTRUCTIONS

FROM: CNO

TO: CINCLANTFLT

UNCLAS/ /N0 5216/ /

MESSAGE FORMAT

A. SECNAVINST 5216.18

1. {TEXT}

2. {TEXT}

3. {TEXT}

DISTR:
ACTION. . . 11
00. . .01. . .03. . .CWC

DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE
H.B. JONES, LT, 43C, 55999 1 FEB

SPECIAL INSTRUCTIONS

RELEASER TYPED NAME, TITLE, OFFICE SYMBOL, AND PHONE
H.K. SMITH, CAPT, 43 59995

SIGNATURE

SECURITY CLASSIFICATION
UNCLASSIFIED

DATE TIME GROUP

DD FORM 1 DEC 70 173 (OCR) REPLACES DD FORM 173, 1 JUL 68, WHICH WILL BE USED.
S/N-0102-001-5601
☆U. S. GPO: 1971 - 498-055

NOTE:

1. Use of OCO (Optical Character Recognition) type font, as in this exhibit, is required only when local communications instruction so specify.

2. Asterisks indicate items that may not be required or applicable.

31.47

Figure 16-4.—Format for a Naval Message.

1. FLASH (Z)–Reserved for initial enemy contact reports or special emergency operational combat traffic. FLASH messages will be hand carried, processed, transmitted and delivered in order received ahead of all other messages. Brevity is mandatory. (Time standard: not fixed. Handling as fast as humanly possible with an objective of less than 10 minutes.)

2. IMMEDIATE (O)–Reserved for messages relating to situations which gravely affect the security of national/allied forces or populace and which require immediate delivery to the addressee(s). (Time Standard: 30 minutes–1 hour.)

3. PRIORITY (P)–Reserved for messages which require expeditious action by the addressee(s) and/or furnish essential information for the conduct of operations in progress when ROUTINE precedence will not suffice. (Time Standard: 1 to 6 hours.)

4. ROUTINE (R)–Reserved for all types of messages which are not of sufficient urgency to justify a higher precedence, but must be delivered to the addressee(s) without delay. (Time Standard: 3 hours–start of business the following day.)

The "From" and "To" designations indicate the originator and the addressee(s) of the message. An "Info" designation may be added for the addressee(s) not indicated in the To: line which is/are for information purposes only and not requiring any indicated action in the text.

In the interest of standardization, each Navy originated message, except tactical messages and those based on an established format, is drafted with the classification, special category markings, special handling security markings, etc., appearing in the following sequence. Where all elements listed do not appear in a message, the order of appearance is adjusted accordingly, as follows:

1. Classification assigned or the abbreviation "UNCLAS" as indicated. This is in addition to typing or stamping the classification at the top and bottom of the message form referred to in paragraph 3. The subject identification code should follow the classification.
2. Exercise identification (EXERCISE MAIN BRACE).
3. Passing instructions and other indication of message distribution (FOR____).
4. Subject is concise and untitled. It may be omitted if its use will require an otherwise unclassified message to be classified, noticeably increase the length of an otherwise brief message or increase commercial charges when messages are addressed to activities served by commercial communication facilities.
5. Reference, identified by letter(s).

In the TEXT of the message paragraphs are numbered. Subparagraphs are indented and lettered or numbered as appropriate. In one-paragraph messages, subparagraphs are lettered. If the message is classified, it is marked with the proper downgrading/declassification markings.

SECURITY OF CLASSIFIED MATTER

As a Postal Clerk, your main concern with classified matter will be that dispatched by registered mail. Two categories, Secret and Confidential, may be dispatched by registered mail. Confidential–may be dispatched by ordinary first-class mail if it does not leave domestic postal channels, within United States boundaries.

You will not actually handle classified matter, except as mail, unless authorized to do so by your commanding officer–and even then, only when there is reason for you to do so. However, some knowledge of the categories of classified matter and of the rules of security are necessary for you to perform your job properly. Know what to do–or not to do–with it.

Chapter 15 of *Navy Regulations* contains the basic matter on classification, which is covered more fully in other publications and directives.

Language of Security

CLASSIFIED INFORMATION is defined in the *Department of the Navy Supplement to the DOD Information Security Program Regulation,* OPNAV INSTRUCTION 5510.1 (current) as: "official information which has been determined to require, in the interest of National defense, protection against unauthorized disclosure and which has been so designated."

CLASSIFIED MATERIAL is "any matter, document, product, or substance on or in which classified information is recorded or embodied." You can see that this latter definition allows for including such things as phonograph records, tape recordings, and other materials in addition to correspondence publications, and other written and printed matter.

To CLASSIFY information means to determine that it needs special security measures, to place it in the classification category in which it will receive protection appropriate to its content, to mark it accordingly, and to notify interested commands of the classification.

A CLEARANCE is a formal declaration that an individual is eligible to have access to certain classified information. This action is normally taken by the commanding officer and is made a matter of record by a letter, a copy of which is placed in the person's service record. The highest level of classified matter to be handled is named such as "for Confidential" or "through Secret."

Eligibility for clearance is established by an investigation of the person's background, including his actions, his family, and his other associates, for a number of years (in some cases for his entire life). Because this investigation takes some time, commanding officers frequently give temporary clearance, pending receipt of the investigation report. Temporary clearance is given, of course, only when the person is needed at once for work with classified matter and when it appears likely that the results of the investigation will be favorable.

ACCESS to classified matter is the ability and opportunity to obtain knowledge or possession of it. An individual does not have access to classified material merely by being in a place where it is kept. Classified files are required to be kept locked except when those who have been authorized to handle their contents are present. Persons for whom access is authorized are under obligation not to allow any unauthorized person—no matter how innocently—to handle or see any classified document or material. No one should seek access to classified matter unless he is authorized to do so and his work requires it.

The above definitions are either quoted or summarized from Chapter I, Section 3 of OPNAVINST 5510.1. They are only a few of the terms defined in that publication, but they are the most necessary to your understanding of the subject at this point. Others will be discussed later. If in the course of your work you encounter other terms you do not understand, you should look them up in OPNAVINST 5510.1 for clarification.

Categories of Classified Information

The three categories of classified information, in descending order of importance, are Top Secret, Secret, and Confidential.

TOP SECRET. Top Secret describes defense information or material which requires the highest degree of protection because it is of the utmost importance to the defense and peace of this Nation. It is of such a nature that its unauthorized disclosure could result in EXCEPTIONALLY GRAVE DAMAGE to the Nation, such as:

1. Leading to a definite break in diplomatic relations affecting the defense of the United States, an armed attack against the United States or its allies, a war.
2. The compromise of military or defense plans, or intelligence operations, or scientific or technological developments vital to the national defense.

SECRET. Secret is the classification of defense information or material the unauthorized disclosure of which could result in SERIOUS DAMAGE to the Nation, such as:

1. Jeopardizing the international relations of the United States.
2. Endangering the effectiveness of a program or policy of vital importance to the national defense.
3. Compromising important military or defense plans, or scientific or technological developments important to national defense.

4. Revealing important intelligence operations.

CONFIDENTIAL. The classification "Confidential" refers to that national security information or material which requires protection. The test for assigning "Confidential" classification shall be whether its unauthorized disclosure could reasonably be expected to cause damage to the national security.

If you wish to understand more thoroughly the various categories of classified matter, you will find several examples of each type in OPNAV INSTRUCTION 5510.1, but the most important thing for you to learn at this time is that each category represents a degree of damage to the Nation that could be done by letting this material get into the hands of unauthorized persons. The category also determines how the material shall be handled and the measures used for its protection, as we shall see later in this chapter.

Restricted Data

The term Restricted Data is not a category of classification but is assigned because of the general subject of the documents. It applies to all data concerning (1) the design, manufacture, or utilization of atomic weapons; (2) the production of special nuclear material; or (3) the use of special nuclear material in the production of energy–unless such data or material have been declassified or removed from the category by the Atomic Energy Commission. Information marked Restricted Data is classified (Top Secret, Secret, or Confidential) according to the protection it should receive. It is declassified when the Atomic Energy Commission decides it may be published without undue risk to the defense and security of the Nation.

FORMERLY RESTRICTED DATA. The term Formerly Restricted Data applies to classified information which (a) has been removed from the Restricted Data category by the Atomic Energy Commission, and (b) cannot be released to foreign nationals except under special international agreements.

Transmission of Classified Matter

Top Secret matter is transmitted by personal contact of the individuals concerned, by the Armed Forces Courier Service, or by electric means in encrypted form. It is not allowed to be transmitted by mail. This category, then, should never come into your regular routing procedures.

Secret and Confidential matter may be transmitted by any of the means approved for Top Secret or by registered mail. Confidential matter except cryptographic and cryptologic material, RPS-distributed material, and material of CENTO, NATO, and SEATO may be transmitted by Certified mail providing it will remain within and between the forty-eight contiguous states and the District of Columbia, or wholly within Alaska, Hawaii, The Commonwealth of Puerto Rico, or a United States possession. When sent to other overseas installations or afloat units, U.S. registered mail will be used. You will be concerned chiefly with its transmittal by registered mail.

As stated earlier in this chapter, Confidential material may be sent by ordinary first-class mail providing it does not leave domestic postal channels within the boundaries of the United States. It may also be transmitted electrically in unencrypted form over U.S. Government owned or leased land lines.

Restricted Data and Formerly Restricted Data are transmitted according to the classification assigned.

Preparation for Transmittal

Except for transmission locally within a ship or office, Top Secret, Secret, and Confidential matter must be enclosed in opaque double sealed containers or envelopes. The inner container must be plainly stamped to show the classification of the material, and must be sealed so that any evidence of tampering can be readily detected. If the material is going to an activity outside the Department of Defense, the inner container must carry the complete address. The outer envelope bears only the customary addresses of the addressee and addressor. It should NOT show a classification marking or any other kind of data or mark which might invite special attention. Refer to the *Security Supplement, OPNAVINST 5510.1,* for further instructions.

Classified written matter is folded or packed so that the text will not be in direct contact with the inner cover.

Classified matter must be opened only by the addressee or by a person specifically authorized by him. No person is entitled to knowledge or possession of classified matter solely by virtue of rank, office, or position.

Destruction of Classified Material

Classified matter is destroyed by burning or by pulping provided destruction is complete and reconstitution is impossible. Equipment that bears a security classification is destroyed by any means that will prevent recognition and reconstruction. Equipment may also be jettisoned in water of sufficient depth to preclude recovery.

Destruction bills of particular activities must include lists which show the locations of classified material, personnel responsible for its destruction, and the recommended place and method of destruction. Classified material is destroyed during emergencies, when there is danger that it may be compromised. Communications material receives first priority. Of all communications materials, cryptographic material is destroyed first. Generally, the order of destruction follows classification: the highest classified material is destroyed first.

PROCUREMENT OF EQUIPMENT AND SUPPLIES

When a Navy post office is established, the U.S. Postal Service automatically provides postal equipment and supplies necessary for handling and dispatching mails, and for postal finance and money order service. This includes accountable equipment, accountable supplies, expendable supplies, and technical post office publications. The Navy provides office equipment, such as safes, stamp cabinets and drawers, office furniture and machines, letter sorting cases, and sack and pouch racks.

Postal equipment and supplies are in the custody of the accountable Postal Clerk. A Navy Postal Clerk is usually designated to act as Postal Supply Clerk. If you are so designated, it will be your responsibility to monitor the stock levels of postal supplies to prevent overstocking, and to requisition items necessary to maintain postal operations. Supplies and equipment are listed in PS Publication 24, *Supply Catalog,* and OPNAVINST 2700.14 (current). All post office standard and general-use forms are listed in PS Publication 22, *Forms Catalog.* However, only those supply items listed in OPNAVINST 2700.14 (current) are furnished Navy post offices without approval of CNO.

Requisitioning Procedures

Requisitions for PS equipment and supplies are submitted in accordance with applicable instructions. Each requisition is to be reviewed by a designated officer, usually the postal officer, and signed by the commanding officer or by an officer authorized to sign by direction. Requisitions are numbered consecutively beginning with number 1 each year (1 JAN). Record copies of requisitions are always to be retained by the originating office. Generally, the supply center returns one copy of the requisition marked with appropriate symbols from the following list to indicate the action taken:

✓	Filled as requisitioned
–	Discontinued
X	Not furnished by this office
?	Questioned, further information needed
B	Out of stock. Will furnish later; do not Reorder
F	Order by letter from accountable postmaster
G	Substituting– showing number of item being substituted
N	Note comments in body of requisition or on attached slip
Y	Order on Form 73

Emergency requisitions may be submitted when required, but are limited to items for which there is an urgent need. Emergency requisitions, and requisitions that order items in excess of normal requirements must be accompanied by written justification.

Some items are requested by letter to the appropriate authority. When requesting items by letter, be sure to include all particulars and such justification as may be necessary. Always prepare at least one carbon copy for your files and sufficient copies to satisfy local command requirements.

Your post office supplies are expected to last a given length of time. If you are wasteful, or fail to stow supplies properly, your stock levels may become depleted to the extent that postal operations are hampered.

Regular Items

Except for special items and military forms, discussed below, requisitions for equipment and supplies are submitted on PS Form 1580, Requisition for Supplies (fig. 16-5), issued in sets of three, of which all must be submitted. All items ordered should be listed on the form in the order shown in the list of post office equipment and supplies, OPNAVINST 2700.14 (current). Information as to the amount used in the last six months, the amount on hand, and the amount requested is to be given for each item ordered.

All requisitions must bear the complete mailing address, and be postmarked showing the date of requisition. Activities submit requisitions in triplicate to the supply center which maintains stocks for their accountable postmaster, in the frequency and cycle for first-class post offices as given in Part 641, *Postal Service Manual.* For example, activities under New York, N.Y., submit Forms 1580 quarterly, from the first to the fifth day in the months of February, May, August, and November, to the U.S. Postal Service Eastern Area Supply Center, Somerville, N. J. 08877.

Special Items

Special items are requisitioned either by form or by letter. Forms, when required, are submitted in duplicate.

PS Form 4635, Requisition for Canceling Machine Parts (fig. 16-6), is used for ordering metal type dies and parts for canceling machines. This form is submitted to the U.S. Postal Service Eastern Area Supply Center, Somerville, N.J. 08877, or U.S. Postal Service Western Area Supply Center, Topeka, K.S. 66601, as appropriate. Requisitions for metal year type dies must reach the above address prior to 15 October of each year.

Requests for canceling machines are submitted to the Chief of Naval Operations in letter form. As canceling machines are supplied on the basis of the number of letters canceled daily, a statement should be included indicating the number of pieces of mail canceled daily for a 10-day period, exclusive of Sundays, holidays, and the month of December. PS Form 73, Equipment Requisition (fig. 16-7), should accompany the letter request (fig. 16-8).

Requisitions for hand presses for attaching lead seals are submitted on PS Form 73 to Director of Procurement Division, Bureau of Facilities, U.S. Postal Service, Washington, D.C. 20260.

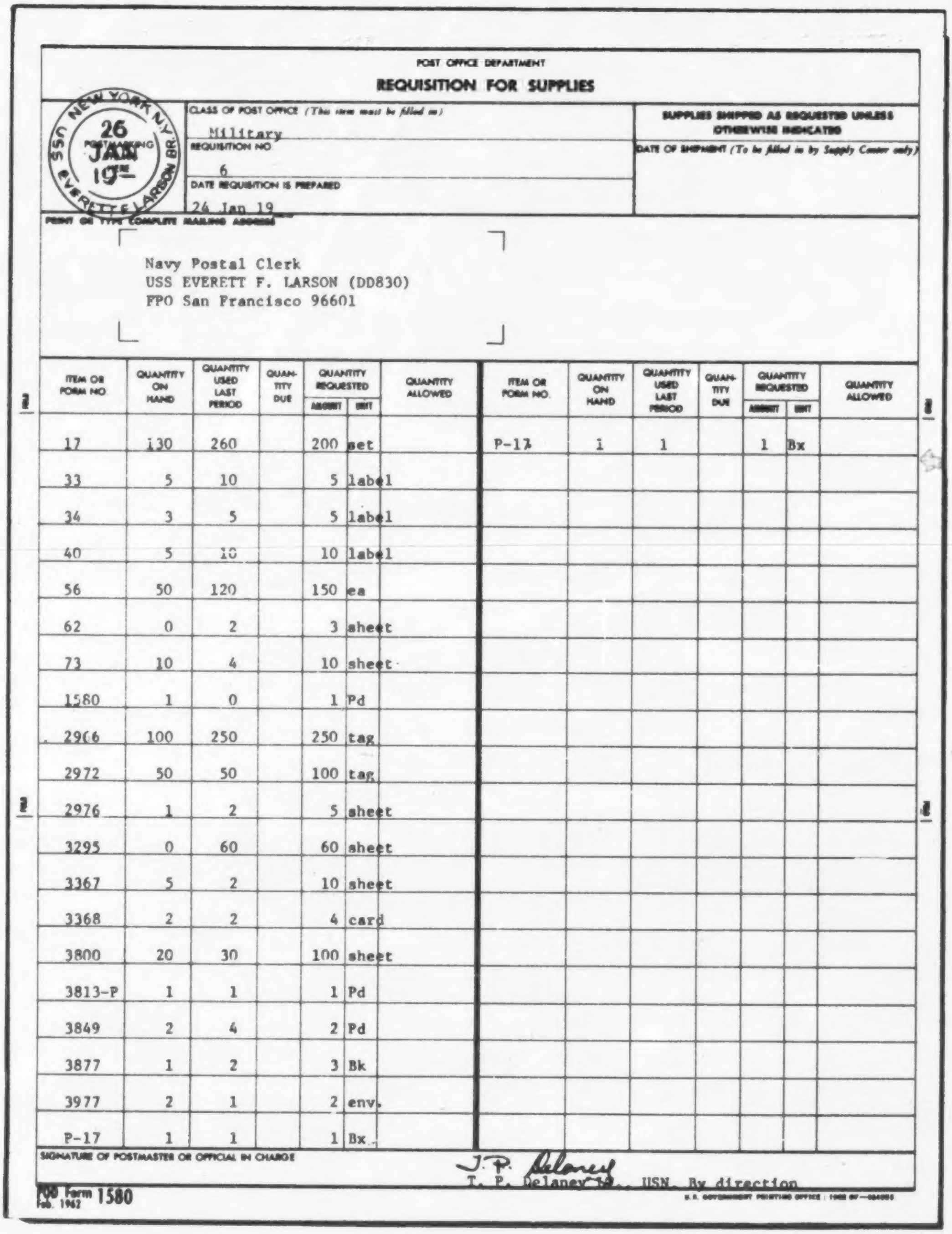
Requisitions for facing slips and strip labels, both printed and plain, are submitted to the accountable postmaster–PS Form 1580 for plain and PS Form 1578 for printed. The minimum order for printed facing slips is 1,000; for labels it is 300. Navy branches of the New York Post Office should address requests to Superintendent of Supplies, Local Supplies Section, Morgan Station, New York, N.Y. 10001.

Parcel post zone keys and technical publications are requested by letter from the accountable postmaster. Postal bulletins are requested by letter from the accountable postmaster.

Requests for unusual and special equipment not covered above, may be submitted, through channels or direct, to the Chief of Naval Operations (Postal Affairs Section). The letter should contain justification for the request and sufficient information for ordering the item, if approved.

Military Forms

Department of Defense and Navy forms available for use in the Navy postal service are listed in OPNAVINST 2700.14 (current). These forms may be ordered by you through your Supply Department.



POST OFFICE DEPARTMENT

REQUISITION FOR SUPPLIES

USS EVERETT F. LARSON BR. NEW YORK N.Y.
26
POSTMARKING
JAN
19

CLASS OF POST OFFICE *(This item must be filled in)*
Military

REQUISITION NO.
6

DATE REQUISITION IS PREPARED
24 Jan 19

SUPPLIES SHIPPED AS REQUESTED UNLESS OTHERWISE INDICATED

DATE OF SHIPMENT *(To be filled in by Supply Center only)*

PRINT OR TYPE COMPLETE MAILING ADDRESS

Navy Postal Clerk
USS EVERETT F. LARSON (DD830)
FPO San Francisco 96601

ITEM OR FORM NO.	QUANTITY ON HAND	QUANTITY USED LAST PERIOD	QUANTITY DUE	QUANTITY REQUESTED		QUANTITY ALLOWED	ITEM OR FORM NO.	QUANTITY ON HAND	QUANTITY USED LAST PERIOD	QUANTITY DUE	QUANTITY REQUESTED		QUANTITY ALLOWED
				AMOUNT	UNIT						AMOUNT	UNIT	
17	130	260		200	set		P-17	1	1		1	Bx	
33	5	10		5	label								
34	3	5		5	label								
40	5	10		10	label								
56	50	120		150	ea								
62	0	2		3	sheet								
73	10	4		10	sheet								
1580	1	0		1	Pd								
2966	100	250		250	tag								
2972	50	50		100	tag								
2976	1	2		5	sheet								
3295	0	60		60	sheet								
3367	5	2		10	sheet								
3368	2	2		4	card								
3800	20	30		100	sheet								
3813-P	1	1		1	Pd								
3849	2	4		2	Pd								
3877	1	2		3	Bk								
3977	2	1		2	env.								
P-17	1	1		1	Bx								

SIGNATURE OF POSTMASTER OR OFFICIAL IN CHARGE

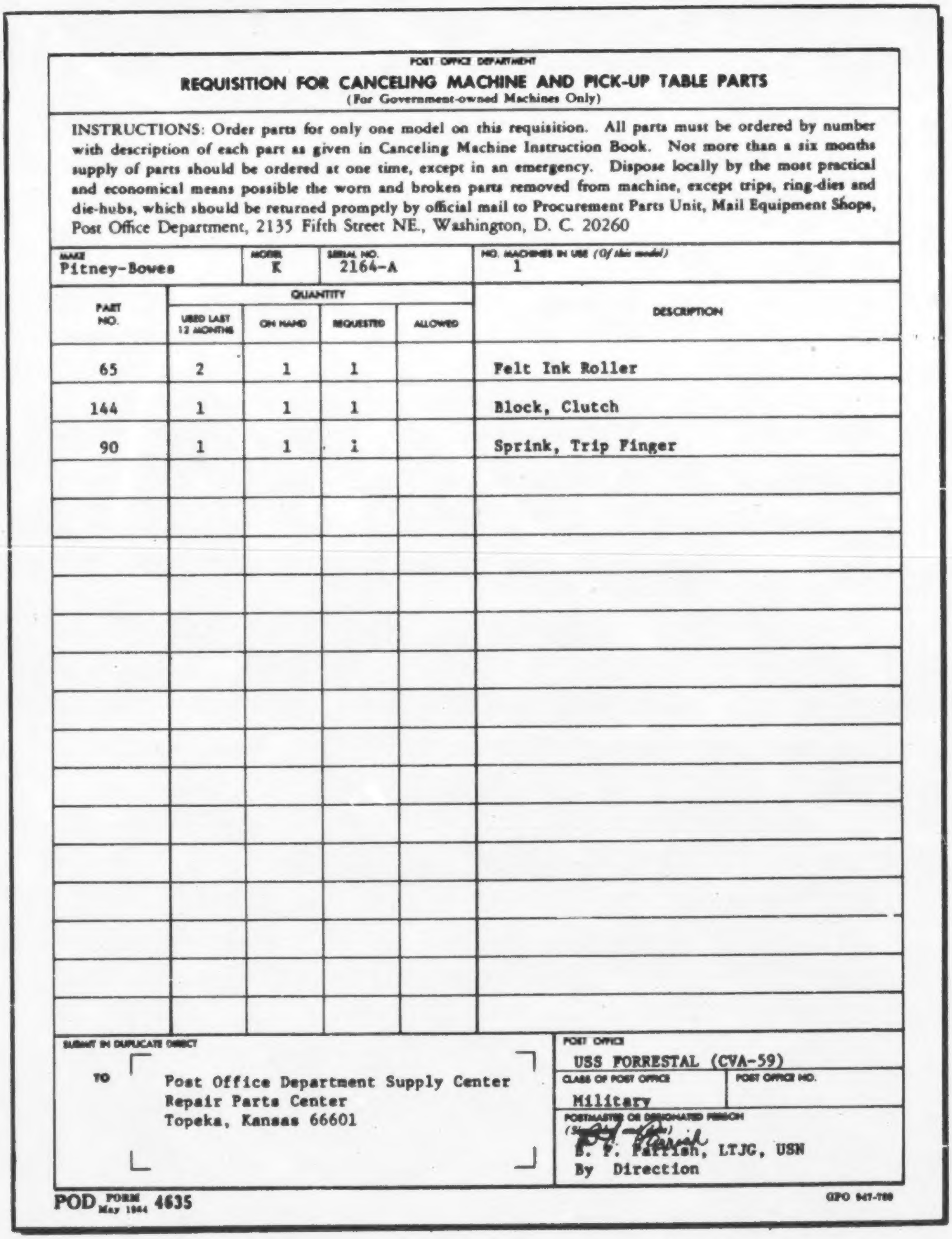
J. P. Delaney
T. P. Delaney [illegible], USN, By direction

POD Form 1580
Feb. 1962

U.S. GOVERNMENT PRINTING OFFICE : [illegible]

60.102

Figure 16-5.—PS Form 1580, Requisition for Supplies.



POST OFFICE DEPARTMENT

REQUISITION FOR CANCELING MACHINE AND PICK-UP TABLE PARTS

(For Government-owned Machines Only)

INSTRUCTIONS: Order parts for only one model on this requisition. All parts must be ordered by number with description of each part as given in Canceling Machine Instruction Book. Not more than a six months supply of parts should be ordered at one time, except in an emergency. Dispose locally by the most practical and economical means possible the worn and broken parts removed from machine, except trips, ring-dies and die-hubs, which should be returned promptly by official mail to Procurement Parts Unit, Mail Equipment Shops, Post Office Department, 2135 Fifth Street NE., Washington, D. C. 20260

MAKE: Pitney-Bowes
MODEL: K
SERIAL NO.: 2164-A
NO. MACHINES IN USE (Of this model): 1

PART NO.	QUANTITY				DESCRIPTION
	USED LAST 12 MONTHS	ON HAND	REQUESTED	ALLOWED	
65	2	1	1		Felt Ink Roller
144	1	1	1		Block, Clutch
90	1	1	1		Sprink, Trip Finger

SUBMIT IN DUPLICATE DIRECT

TO
Post Office Department Supply Center
Repair Parts Center
Topeka, Kansas 66601

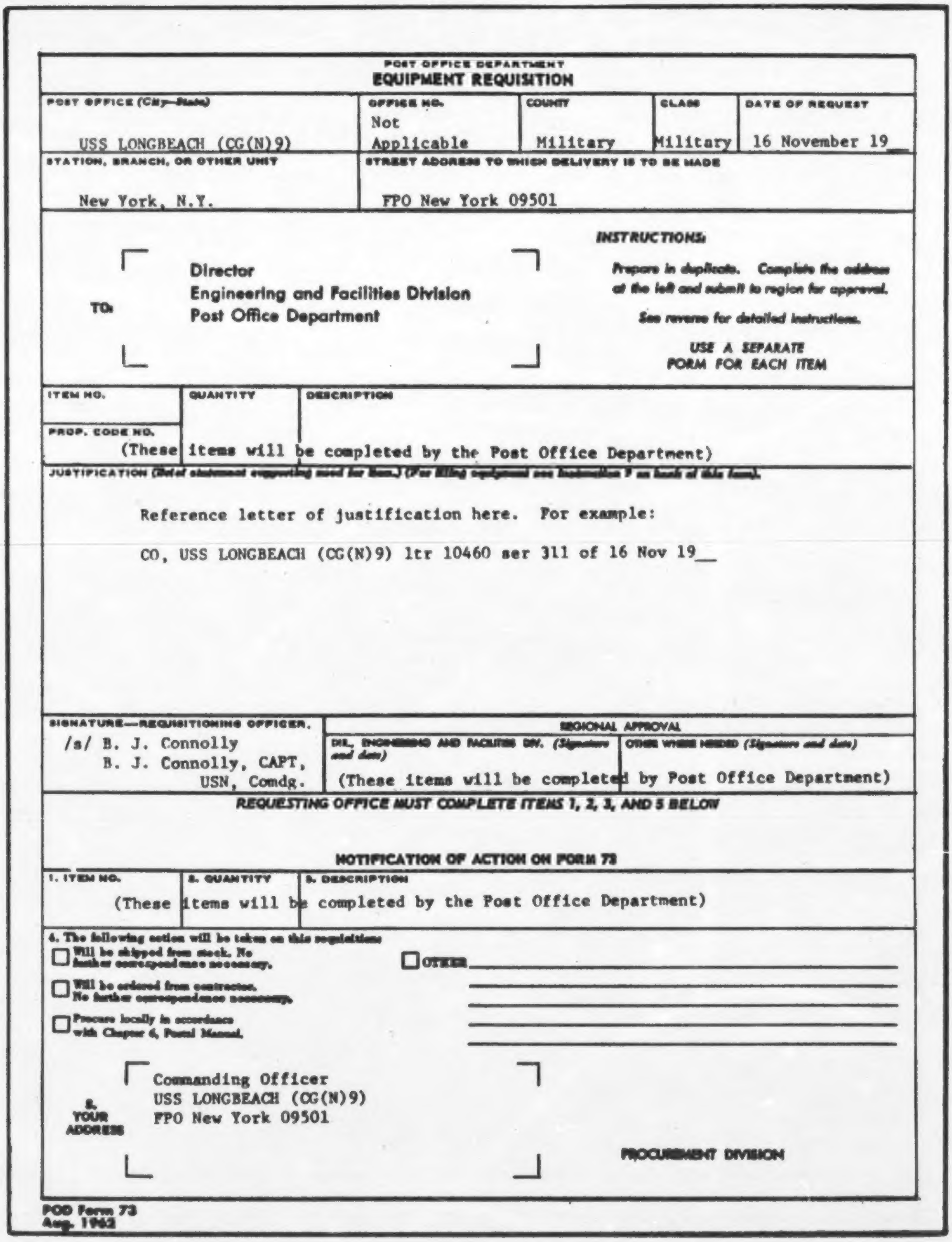
POST OFFICE: USS FORRESTAL (CVA-59)
CLASS OF POST OFFICE: Military
POST OFFICE NO.:
POSTMASTER OR DESIGNATED PERSON (Signature and title)
[illegible]. F. Parrish, LTJG, USN
By Direction

POD FORM May 1964 4635

GPO 947-789

60.103

Figure 16-6.–PS Form 4635, Requisition for Canceling Machine Parts.



POST OFFICE DEPARTMENT

EQUIPMENT REQUISITION

POST OFFICE (City—State) USS LONGBEACH (CG(N)9)	OFFICE NO. Not Applicable	COUNTY Military	CLASS Military	DATE OF REQUEST 16 November 19__

STATION, BRANCH, OR OTHER UNIT New York, N.Y.	STREET ADDRESS TO WHICH DELIVERY IS TO BE MADE FPO New York 09501

TO:

Director
Engineering and Facilities Division
Post Office Department

INSTRUCTIONS:

Prepare in duplicate. Complete the address at the left and submit to region for approval.

See reverse for detailed instructions.

USE A SEPARATE FORM FOR EACH ITEM

ITEM NO.	QUANTITY	DESCRIPTION
PROP. CODE NO.		

(These items will be completed by the Post Office Department)

JUSTIFICATION *(Brief statement supporting need for item.) (For filing equipment see Instruction 7 on back of this form).*

Reference letter of justification here. For example:

CO, USS LONGBEACH (CG(N)9) ltr 10460 ser 311 of 16 Nov 19__

SIGNATURE—REQUISITIONING OFFICER.	REGIONAL APPROVAL	
	DIR., ENGINEERING AND FACILITIES DIV. *(Signature and date)*	OTHER WHERE NEEDED *(Signature and date)*
/s/ B. J. Connolly B. J. Connolly, CAPT, USN, Comdg.	(These items will be completed by Post Office Department)	

REQUESTING OFFICE MUST COMPLETE ITEMS 1, 2, 3, AND 5 BELOW

NOTIFICATION OF ACTION ON FORM 73

1. ITEM NO.	2. QUANTITY	3. DESCRIPTION

(These items will be completed by the Post Office Department)

4. The following action will be taken on this requisition:

☐ Will be shipped from stock. No further correspondence necessary.

☐ Will be ordered from contractor. No further correspondence necessary.

☐ Procure locally in accordance with Chapter 6, Postal Manual.

☐ OTHER ______________________

5. YOUR ADDRESS

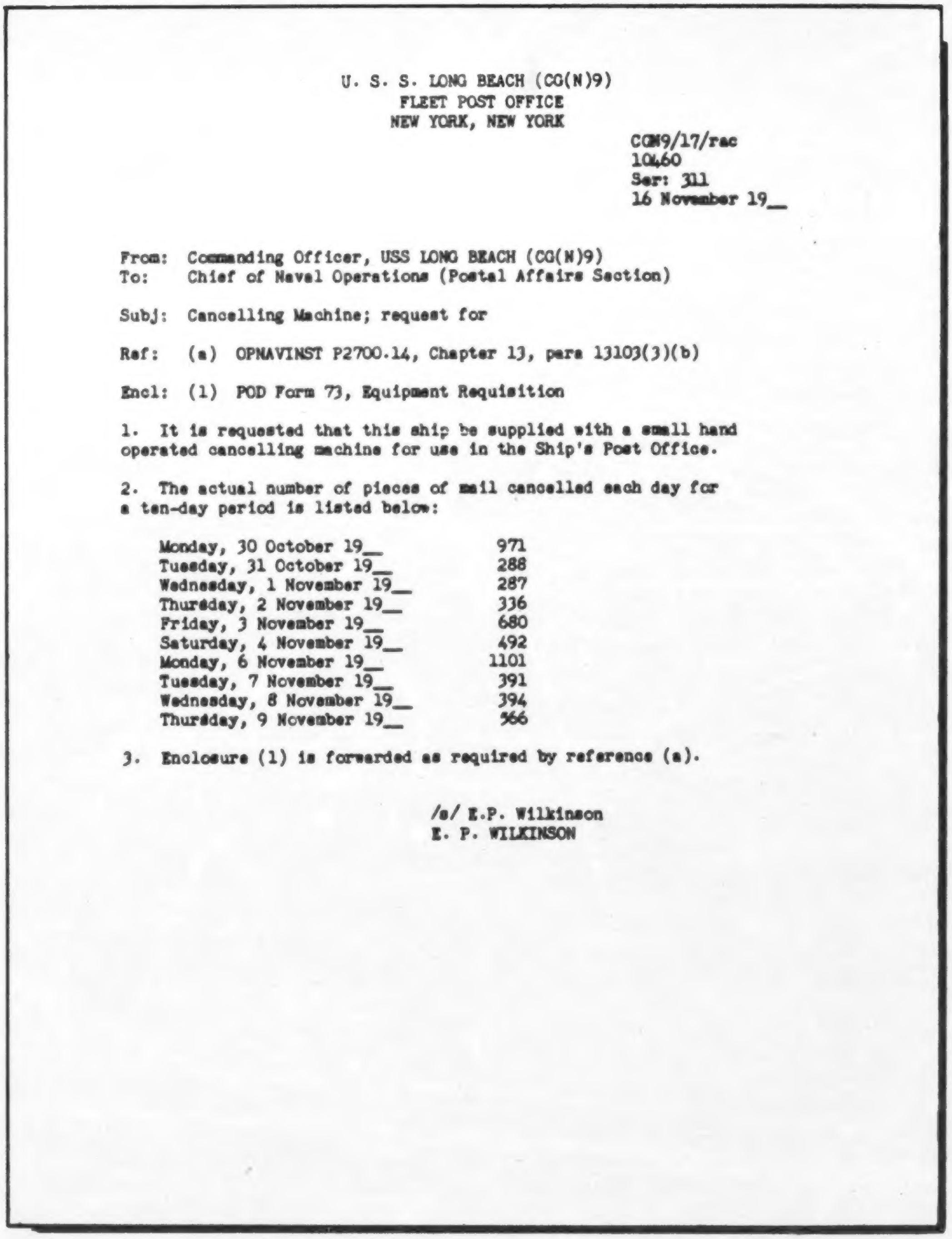
Commanding Officer
USS LONGBEACH (CG(N)9)
FPO New York 09501

PROCUREMENT DIVISION

POD Form 73
Aug. 1962

60.104

Figure 16-7.—PS Form 73, Equipment Requisition.



U. S. S. LONG BEACH (CG(N)9)
FLEET POST OFFICE
NEW YORK, NEW YORK

CGN9/17/rac
10460
Ser: 311
16 November 19__

From: Commanding Officer, USS LONG BEACH (CG(N)9)
To: Chief of Naval Operations (Postal Affairs Section)

Subj: Cancelling Machine; request for

Ref: (a) OPNAVINST P2700.14, Chapter 13, para 13103(3)(b)

Encl: (1) POD Form 73, Equipment Requisition

1. It is requested that this ship be supplied with a small hand operated cancelling machine for use in the Ship's Post Office.

2. The actual number of pieces of mail cancelled each day for a ten-day period is listed below:

Monday, 30 October 19__	971
Tuesday, 31 October 19__	288
Wednesday, 1 November 19__	287
Thursday, 2 November 19__	336
Friday, 3 November 19__	680
Saturday, 4 November 19__	492
Monday, 6 November 19__	1101
Tuesday, 7 November 19__	391
Wednesday, 8 November 19__	394
Thursday, 9 November 19__	566

3. Enclosure (1) is forwarded as required by reference (a).

/s/ E.P. Wilkinson
E. P. WILKINSON

80.105

Figure 16-8.–Letter request for canceling machine.

OFFICE EQUIPMENT

The size of your post office will determine the types of office equipment available for your use. Learn all appropriate uses of the equipment you have on hand, as well as the techniques of operation, and the routine maintenance necessary to keep such equipment operating properly.

Adding Machines

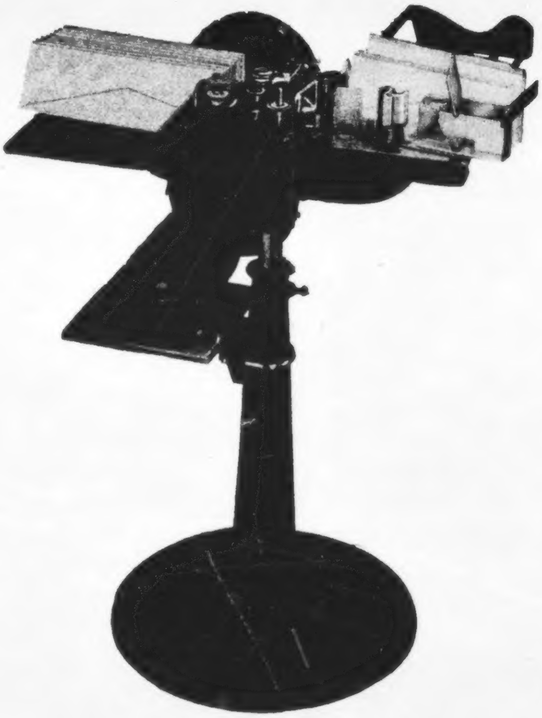
Although there are many types, most adding machines furnish a printed record of each item added. This record is useful to check possible errors in copying numbers. Adding machines should be used to tally money order accounts when preparing the daily money order report, and customs collections, both of which require a printed record of numbers added. They may also be used to tally stamp accounts or for any other purpose which requires an arithmetic computation of figures. Most adding machines also subtract and multiply.

Adding machines should operate smoothly and easily. Any peculiarities of operation should be noted for the accuracy of the machine may be affected. Follow the manufacturer's instructions regarding operation and maintenance. Do not attempt to oil or repair the machine. Servicing and repairs should be done by a qualified repairman.

Canceling Machines

Canceling machines not only postmark and cancel, but also count the pieces of outgoing mail. These machines are available in a variety of hand and electrically-operated models. They are easy to operate and take up little space. See figure 16-9 for an electrically operated canceling machine. Specific instructions for operation are given in the operators manual.

All types require that mail be faced, and sorted by size. Bulky letters and those with hard enclosures, such as metal or coins, should not be fed into the machine, but hand-canceled. Position the mail on the machine as directed by the operator's manual, and feed it slowly at first—accuracy is more important than speed. With practice, speed will increase.



60.117

Figure 16-9.—Model "M" electrically operated canceling machine.

Keep the machines clean and free from excessive oil during operation, and clean them thoroughly each day. Caution: Use light oils in canceling machines: NEVER use detergent oils. Always follow the manufacturer's instructions regarding operation and maintenance.

Scales

The most important piece of post office equipment is the scale. If scales are not accurate, postal rates are not accurately computed. All scales should be checked regularly to ensure accuracy.

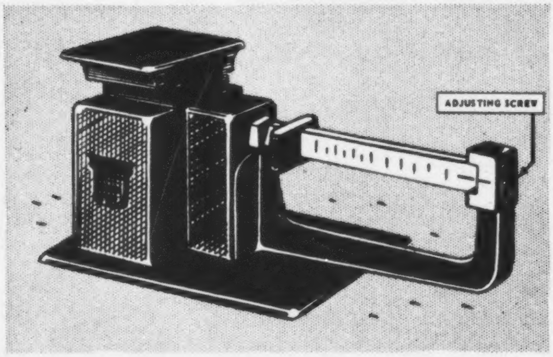
Scales are available in a variety of types and sizes. Beam type scales are available in 16-ounce, 4-pound, and 100-pound sizes. Several types of 70-pound automatic computing scales are also available.

The accuracy of beam type scales may be checked by setting the movable weight at zero. If the scale is in balance, the indicator will come to rest exactly even with the line on the right of the scale, as in figure 16-10. If the indicator comes to rest below the line, the scale is weighing light; that is, the scale would indicate that a letter weighing an ounce weighs less than an ounce. On the other hand, if the indicator comes to rest above the lines, the scale is weighing heavy and would show letters weighing exactly 1 ounce to be more than an ounce.

It is easy to adjust the scale by means of the screw at the end of the weight indicator. Most scales have the words "To balance, turn screw" on the frame of the scale. Using a small screw driver, you can adjust the screw until the scale is brought into balance. When the scale is weighing light (indicator below line), turn the screw to the right (clockwise). When the scale is weighing heavy (indicator above line), turn the screw to the left. Only a slight turn of the screw will usually balance the scale. You should experiment until it is exactly in balance.

Your 4-pound scale can be brought into balance in the same manner as the 16-ounce scale. Both of these scales are graduated in units of ½ ounce, and a slight error in balance will lead to frequent errors in weighing.

All types of 70-pound automatic computing scales are checked by weights. Defective Triner 70-pound scales, fan type only, should be carefully packed and forwarded to the accountable postmaster. All unserviceable Chatillon scales should be repaired locally, by a civilian firm, when the cost of repairs does not exceed $20. When Chatillon scales can't be fixed for $20, they should be disposed of.



60.106

Figure 16-10.–Beam-type scale in balance.

Typewriters

Your typewriter may be heavy and rugged looking, but it is really a delicate instrument. Treat it like one and give it daily care. A machine in first class condition is easier and quicker to operate and turns out better-looking work.

Observe the following routine procedures:

1. Be sure the typewriter is properly placed on the desk, or secured to the well type of desk, so that it will not fall. Aboard ship, it should always be secured.
2. In lifting a typewriter, grip it by its case, NEVER by its carriage.
3. Keep your typewriter covered when not in use. Always cover it or close it into the desk at the end of the day.
4. Keep it clean, wiping the outside with a soft dry cloth and dusting the inside with a long-handled brush.
5. Clean the type daily with a stiff brush, and it seldom will be necessary to use chemicals.
6. Take care in erasing to move the carriage to one side so that erasure crumbs will not fall into the mechanism.

At regular intervals you should give the typewriter a more thorough cleaning. Frequency of these cleanings will depend on the amount of use the typewriter receives and the amount of dust in the air in your office. In general, it is recommended that the following procedures be carried out weekly:

1. Clean the carriage rails and marginal stop bar, using a cloth slightly moistened with oil. Move the carriage back and forth in the process.
2. Clean the cylinder or roller. Remove if possible and wipe with a cloth moistened with a very small amount of denatured alcohol or cleaning fluid. Do not wipe off; allow fluid to evaporate.

3. Clean type, using a short-bristled type brush. Tap lightly with the points of the bristles to loosen the dirt: then brush up lightly.

4. Brush type bar segments and dust the interior of the machine. Use a long-handled brush, brushing toward the front of the machine. By elevating a few type bars at a time, you can reach into the mechanism. DO NOT FORCE THE BARS. Use a soft cloth alternately with the brush.

5. Wipe the sides and back of the machine.

Always clean the type before and after cutting a mimeograph stencil. If the typewriter ribbon lever is set for stencils (usually a white dot on the machine), both the type and the ribbon will be cleaner than otherwise.

If operating instructions for your typewriter are available, they will help you identify parts and give you additional information.

If further oiling or repair work is needed, the machine should be turned over to a qualified repairman.

APPENDIX I

POSTAL AGREEMENT BETWEEN U.S. POSTAL SERVICE AND DEPARTMENT OF DEFENSE

In recognition of the need for providing coordinated and efficient postal service for the Armed Forces in time of war or national emergency, during maneuvers, and in time of peace, the Department of Defense and the U.S. Postal Service consider it necessary and advisable to enter into the following Agreement setting forth the responsibilities of each department.

DEFINITIONS

For the purpose of this agreement, military and postal terms are defined as follows:

Accountable Mail.–A short term for registered, numbered insured, and certified mail.

Armed Forces.–The Army, Navy, Air Force, Marine Corps, and Coast Guard.

Civil Post Office.–A U.S. post office, branch, station, or money order unit operated by employees of the U.S. Postal Service or under contract with that Service.

Military Departments.–The Departments of the Army, Navy, and Air Force.

Military Mail.–Domestic and international mail bearing a military address or return address and which, at some stage in its transmission, comes into the custody of a military department.

Military Post Office.–A branch of a designated U.S. civil post office established by authority of the U.S. Postal Service and activated and operated by one of the military departments to serve members of the Armed Forces. The term includes Army and Air Post Offices (APO's), Navy and Marine Corps Post Offices (NPO's), and such Coast Guard Post Offices as may be established, and units thereof.

Military Postal Clerk.–A person of the Armed Forces, officially designated by the U.S. Postal Service, who is authorized by public law to perform postal finance functions and other postal duties. The term includes Army, Navy, Air Force, Marine Corps, and Coast Guard postal clerks.

Postal Concentration Center.–A post office or agency of the U.S. Postal Service at which all mail for Armed Forces on maneuvers, afloat, or overseas, is concentrated for sorting and delivery or dispatch.

Postal Effects.–All items of stock and funds affecting the postal revenue, and funds held in trust for the U.S. Postal Service. These include postal stamps, stamped paper, and funds derived from their sale; blank money order forms, funds received from their issuance, paid money orders; and fees for special services. The term also includes accountable equipment furnished by the U.S. Postal Service such as mail keys, scales, and cancelling machines.

Unit Mail Clerk (Army and Air Force) or Mail Orderly (Navy, Marine Corps, and Coast Guard).–A person of the Armed Forces, appointed by proper authority, to receive and deliver incoming and outgoing mail at a civil or military post office for the unit for which he is designated.

GENERAL POLICY STATEMENTS

1. Military postal service constitutes a primary and vital means for the transmission of official communications and material of the military departments, and personal mail to and from members of the Armed Forces. Accordingly, the necessary facilities, organizations, and procedures will be provided, and precedence given, to assure expeditious transmission and secure handling of military mail.

2. Military postal operations complement those of the U.S. Postal Service for the purpose of providing military postal service at locations where the U.S. civil postal service does not have authority to operate or where military considerations require.

3. Military departments will conduct postal operations in conformity with regulations and policies of the U.S. Postal Service and directives of the Department of Defense.

4. Single offices will be designated at the seat of government in the Department of Defense and in the U.S. Postal Service to collaborate in developing basic military postal policy, to coordinate its execution, and to examine postal matters of interdepartmental concern. Specific points of liaison between the military departments and the U.S. Postal Service will be established at postal operating levels as necessary.

5. Policies and procedures pertaining to military postal services will be uniform, consistent with the respective mission, organization, and operations of each military department.

6. Except to the extent otherwise provided for in this Agreement, nothing in this Agreement is intended to establish fiscal responsibility between the two departments. The settlement of such other financial responsibilities resulting from this Agreement, will be the subject of separate action.

AGREEMENT

Section I

The Department of Defense agrees that the military departments will–

1. Maintain and operate military postal services in support of military operations and military personnel, (a) in areas where the U.S. civil postal service does not operate and, (b) in other places where the military situation requires;

2. Maintain and operate appropriate postal headquarters agencies and operating organizations as necessary to adequately perform and administer postal functions, including intransit mail handling operations under military jurisdiction;

3. Designate single offices at the seat of government which will be the liaison with the designated liaison office of the U.S. Postal Service in all matters concerning military mail, postal operations, and postal inspections and investigations requiring consideration at the departmental level;

4. Be responsible that arrangements are made with foreign governments, as required, to permit the establishment of military post offices and the conduct of military postal operations in such foreign countries;

5. Furnish the U.S. Postal Service at the seat of government, and its field representatives, information required to enable the U.S. Postal Service to provide efficient and satisfactory postal service to military personnel and units;

6. Establish and operate, in conjunction with postal concentration centers, military postal control facilities to provide information for the distribution and dispatch of mail for oversea and maneuver forces, ships, and other mobile units;

7. In time of war or national emergency, assist or supplement U.S. Postal Service operation of postal concentration centers to the degree, as mutually determined, required by security and prevailing conditions;

8. Establish and operate mail regulating terminals at military serial ports, as required, to receive: (a) outgoing military mails from the U.S. Postal Service for dispatch via military air transport; and (b) incoming military mails via military air transport for entry into civil postal channels;

9. Arrange for the transportation of military mail from overseas military mail terminals to designated military or commercial terminals in the continental United States, and between

military postal activities within overseas areas. In those instances where the services of another postal administration are to be utilized, arrangements will be made by the U.S. Postal Service;

10. Appoint unit mail clerks and mail orderlies to perform mail-handling functions between civil or military post offices and the units for which designated and issue uniform identification cards to such persons;

11. Accept from civil post offices serving military installations and deliver incoming mail addressed to military personnel and units, except mail due for U.S. Postal Service carrier delivery. Accountable mail, the delivery of which is restricted by the sender, will not be released by civil or military post offices to unit mail clerks or mail orderlies for delivery, except when it is impracticable for the addressee to accept delivery in person. In those instances, such mail may be delivered to unit mail clerks or mail orderlies upon written authorization of the addressee;

12. Furnish directory service for insufficiently and incorrectly addressed military mail and endorse each piece to show a forwarding address or reason for nondelivery;

13. Not accept "Collect on Delivery" (COD) mail for mailing at military post offices;

14. Not be responsible for providing special delivery service;

15. Assume financial responsibility, under military claims procedures, for loss, damage, theft, wrong delivery, or rifling of accountable mail after receipt from or prior to delivery to a civil or military post office by unit mail clerks or mail orderlies;

16. Provide that bond is given for all military postal clerks and other persons officially designated to have custody of postal effects unless the Secretary concerned has waived the giving of bond in accordance with law. The military departments will reimburse the U.S. Postal Service, upon submission of claims, in amounts equal to the funds and the value of other accountable postal effects embezzled by, or lost through the negligence, errors or defalcations, and for funds expended by the U.S. Postal Service in payment of claims arising from negligence, errors, losses, or defalcations, of such unbonded persons;

17. Conduct postal finance services at military post offices to include the sale of stamps and stamped paper, the issuance and cashing of domestic money orders when feasible, and provide certified, insured and registered mail services. When foreign currency is accepted in postal transactions at military post offices, remittance will be made to the U.S. Postal Service in dollar instruments at the official rate of exchange;

18. Make up and dispatch outgoing military mail in accordance with U.S. Postal Service requirements;

19. Assist the U.S. Postal Service in the transportation of military mail between civil post offices on military installations and the U.S. Postal Service facilities or transportation terminal at which the mail is received or dispatched, when U.S. Postal Service transportation facilities are inadequate to meet unusual conditions.

20. Furnish adequate quarters, utilities, including local telephone service, and janitorial service for civil post offices located at military installations by arrangement between the postmaster and commander concerned. Adequacy of such facilities will be determined jointly by the U.S. Postal Service and military representatives concerned. The U.S. Postal Service reserves the right to discontinue civil post offices on military installations where existing conditions endanger the health, safety, or welfare of its employees;

21. By arrangement between the postmaster and commander concerned, make available to U.S. Postal Service employees, employed at civil post offices located at military installations, on a reimbursement basis sleeping accommodations and meals comparable to those made available to civilian employees of the military departments at the installation concerned;

22. Assist and cooperate with postal inspectors and other representatives designated by the Postmaster General to survey, inspect and audit military postal operations, and recognize a U.S. Postal Service Commission or PS Form 1375 for Station Examiner as authority for the performance of such duties;

23. Issue necessary travel orders and provide Government transportation where necessary, for postal inspectors who, at the request of a military department, are assigned to perform

inspections, investigations, or audits of overseas military postal operations. Quarters and messing facilities will be made available on a reimbursement basis;

24. Make periodic audits and inspections of military post offices to verify that accountable postal effects are on hand and properly protected, that all revenue due the U.S. Postal Service is being collected and properly accounted for, that the service rendered is adequate and in accordance with U.S. Postal Service and military regulations;

25. Provide military postal inspectors to conduct surveys, inspections, investigations and audits of military postal facilities and operations as required to assure proper management of postal finance accounts, efficient mail handling procedures, and adequacy of service;

26. Furnish, on request of U.S. Postal Service representatives, armed escorts for mail containing military payrolls between the local railroad station or other terminal and the civil post office serving the military installation. It is understood the military departments assume no financial responsibility for losses incurred during such movements;

27. Not assign personnel of questionable integrity to duties in military post offices, unit mailrooms, mail regulating terminals, or other postal facilities. Specifically, personnel convicted of crimes involving theft or moral turpitude, or who are disciplined for any action reflecting unfavorable upon their integrity, will not be assigned postal duties.

Section II

The U.S. Postal Service agrees to–

1. Provide postal services for the Armed Forces in areas where the U.S. civil postal service operates, to include the establishment of civil post offices on military installations and the usual postal finance, mail handling, carrier delivery and collection, and special delivery services, consistent with U.S. postal laws and regulations, normal standards of the U.S. Postal Service, and changing military requirements;

2. Provide the equipment and furniture necessary for the operation of civil post offices located on military installations;

3. Establish and operate postal concentration centers as necessary for the concentration, sorting and delivery or dispatch of military mail in accordance with requirements of the military departments;

4. Separate mail for the Armed Forces prior to delivery or dispatch to military authorities, as follows:

a. For oversea and maneuver forces, ships, and other mobile units, in accordance with information furnished by designated military authorities;

b. For the forces at installations in the United States, its territories and possessions, served by civil post offices, to basic military units, or numbered boxes in groups of approximately 200, so far as practicable and mutually agreeable to the postmaster and military authorities concerned;

5. Deliver accountable mail addressed to military personnel, at military installations served by civil post offices, to the addressees or unit mail clerks or mail orderlies upon being properly receipted for. Accountable mail, delivery of which is restricted by the sender, will be delivered to unit mail clerks or mail orderlies only upon the written authorization of the addressee when it is impracticable for him to accept delivery in person at the civil post office;

6. Decline acceptance for mailing of "Collect on Delivery" (COD) mail addressed to naval vessels or military post offices, and not forward such mail to those vessels or post offices;

7. In coordination with military terminal postal officers or other designated military postal representatives, arrange for the oversea movement of military mails to the designated overseas military mail terminals, and arrange for transportation of inbound and outbound military mails between its postal concentration centers or post offices and military or commercial carriers, or mail regulating terminals at military aerial ports. This does not preclude the U.S. Postal Service from making direct arrangements for the transportation of military mail to designated oversea points or between the continental United States and its territories and possessions when requested by by the military departments;

8. Transport mail between civil post offices on military installations and the U.S. Postal

Service facility or transportation terminal at which the mail is received or dispatched;

9. Furnish the military departments with information to permit proper separation and routing of military mail by military postal activities prior to its entry into civil postal service channels, in order to facilitate and expedite movement of mail;

10. Authorize the establishment of military post offices as branches of designated civil post offices upon request of the military departments;

11. Furnish for use in military post offices, postal equipment and supplies necessary for the handling and dispatch of mails and for postal finance and money order service. Safes, stamp cabinets and drawers, office furniture and machines, distribution cases, and sack and pouch racks, will not be furnished.

12. Extend fixed stamp credits to military custodians of postal effects and postal finance officers from designated U.S. civil post offices. Upon presentation to the U.S. Postal Service of conclusive evidence, developed by a competent board of investigations, of the loss in transit of a shipment of stamps or stamped paper as a result of a casualty the U.S. Postal Service will allow credit in the amount of the invoice value of the shipment;

13. Assist the military departments by informing postmasters and the public as to proper addressing, applicable restrictions, and other matters concerning military mail;

14. Assign postal inspectors or other representatives of the Postmaster General as practicable, to conduct surveys, inspections, investigations, and audits of military postal operations to assure the maintenance of efficient and adequate postal service;

15. Designate, at the seat of government, an office to maintain continuing liaison in connection with military postal services and to represent the U.S. Postal Service in dealing with the designated liaison offices in the Department of Defense and the military departments in matters of postal policy or operations as applicable.

This Agreement becomes effective 2 February 1959 after approval and signature by the Secretary of Defense for the Department of Defense and by the Postmaster General for the Post Office Department at which time it supersedes the existing Agreement between the Post Office Department and the Department of Defense, dated 21 August 1950.

For the Department of Defense:
Neil H. McElroy
For the Post Office Department:
Arthur E. Summerfield
Postmaster General.
Dated 2 February 1959.

This Agreement was reaffirmed by the Postmaster General on 13 July 1971.

APPENDIX II

GLOSSARY OF POSTAL TERMS

Accountable Navy Postal Clerk.—A Navy Postal Clerk detailed to duty by command letter and charged with the financial responsibility of a Navy Post Office.

Accountable mail.—A short term for registered, numbered insured, and certified mail.

Accountable postmaster.—The postmaster of a U.S. post office of which the military post office is a branch.

Airport Mail Facility (AMF).—A U.S. Postal Service activity at airports in the United States for the processing and relay of airmail to and from scheduled air carriers.

Army and Air Force Postal Service.—Those postal services operated and maintained by the Department of the Army and the Department of the Air Force to provide unified postal services for the two departments in areas where the U.S. civil postal service does not operate, and in other places where military situations require.

Army or Air Post Office (APO).—A military post office, numerically designated as a branch of a U.S. post office, activated, manned, and operated by the Department of the Army or the Department of the Air Force to provide postal service to authorized organizations and personnel.

Audit.—Official action to examine and verify the accountability of persons charged with the custody of postal effects and other official funds and accounts maintained in connection with the operations of a military post office.

Bundle, package, or tie.—Several letters of similar size faced the same way and tied together with twine.

Custodian of Postal Effects.—A commissioned or warrant officer designated custodian of postal effects by written orders of the appropriate commander or commanding officer and entrusted with postal effects. When only certain effects are placed in custody of a designated custodian, the terms "Custodian of Reserve Stamp Funds" or "Custodian of Money Order Effects" are used.

Depredation.—An act of unlawfully tampering with mail matter with intent to steal, or carry away such matter unlawfully with intent to steal.

Designated officer.—A commissioned or warrant officer designated by an appropriate commanding officer as a postal officer or as a custodian for certain postal effects.

Direct city.—A bundle (package or tie) or pouch containing only mail for one specific city.

Direct package (bundle or tie).—A tieout of letters, normally 10 or more, all for the same firm, unit, squadron, ship, or headquarters, etc.

Direct state.—A bundle (package or tie) or pouch containing only mail for one specific state.

Examination.—The process of scrutinizing personal property, parcel mail and other DOD charge, to include the physical opening of baggage, parcels, cartons, and containers, and disassembly of articles, as required, ascertaining the contents thereof and/or the physical search of DOD personnel for contraband.

Exchange office.—A civilian or military post office authorized to exchange mail with a foreign country.

Firm package.—A package of mail of 10 or more pieces addressed to the same unit, command, or commercial firm.

Fixed credit.—The value of postage stamp stock which a postmaster issues in specific amount to a military postal clerk. Funds received from the sale of postage stamp stocks become part of the fixed credit.

Fleet Post Office.—A Navy activity established within the continental United States by the Chief of Naval Operations for the purpose of providing a standard mail address for forces afloat, mobile shore-based units, and activities overseas; and for the purpose of maintaining liaison with and furnishing mail routing and dispatching instructions to appropriate civil and military postal authorities.

Indemnity.–An amount paid by the U.S. Postal Service upon presentation of claim and proof of loss of damage to registered or insured mail as an adjustment or payment for loss of damage.

Indigenous employee.–A foreign national employed by the United States in an overseas activity. In a Navy overseas post office an indigenous employee is a foreign national who has been authorized and designated by the commanding officer to perform mail directory service, bulk mail handling, and sorting of ordinary mail under direct U.S. supervision.

Inspection.–A personal observation, examination, study, or inquiry to ascertain and evaluate the efficiency of management; effectiveness and economy of operations; readiness of units to perform their assigned missions; adequacy of facilities; and compliance with laws, regulations, and directives.

LA key.–A master key for opening LA or iron locks used on mail sacks.

LA lock.–A specially manufactured lock for use of the postal service in closing ordinary mail sacks.

Mail Orderly (Navy).–A person appointed by proper authority, to receive and deliver incoming and outgoing mail at a civil or military post office for the unit for which he is designated. The term "Unit Mail Clerk" is used in the Army and Air Force.

Mail pouch.–A bag designed for transportation of letter mails.

Mailroom.–A room which serves as a place for mail orderlies to handle mail. Mailrooms are not post offices.

Mail sacks.–A bag designed for transportation of parcels, newspapers, and classes of mail other than letters.

Manifold registry bills.–A printed form on which several registered jackets, sack jackets, or separate registered articles are recorded for transmittal and receipt purposes.

Military mail.–Domestic and international mail bearing a military address or return address and which, at some stage in its transmission, comes into custody of a military department.

MOM (Military official mail).–A transportation category for transporting official indicia envelopes and postcards (all sizes) bearing no service endorsement, plus envelopes and parcels endorsed "First Class", "MOM", "Special Handling", or "Special Delivery" outside the U.S. postal domestic system.

Military post office.–A branch of a designated U.S. civil post office established by authority of the U.S. Postal Service, and activated and operated by one of the military departments to serve members of the Armed Forces. The term includes Army and Air post offices (APO's) Navy and Marine Corps post offices (NPO's) and such Coast Guard post offices as may be established, and units thereof.

Military postal clerk.–A person of the Armed Forces, officially designated by public law to perform postal duties. The term includes Army, Navy, Air Force, Marine Corps and Coast Guard postal clerks.

Military working.–Mail addressed to activities or units of the U.S. Armed Forces and which requires reworking for onward routing and transmission.

Mixed city package.–A package of mail of 15 or more pieces of mail, addressed to a multicoded city.

Mixed states package.–Mail for more than one State mixed together in one package or pouch, insufficient in number to be made up into a separate State package or pouch.

Navy Post Office (NPO).–A military post office, designated as a branch of a U.S. post office, activated, manned, and operated by the Department of the Navy to provide postal service to authorized personnel.

Navy Post Office Unit.–Consecutively numbered subordinate facilities of an NPO which are used to provide services at locations within the area served by the NPO.

Navy Postal Service.–Those postal services operated and maintained by the Department of the Navy to provide postal services (acceptance, transmission, handling, and delivery of mail, the sale of postage stamps and stamped paper; and the issuance and payment of money orders) for the Navy in areas where the U.S. civil postal service does not operate, and in other places where military situations require.

Navy Postal Clerk.–Enlisted members of the Navy, not necessarily of the general service rating of "Postal Clerk," who have been officially designated by the U.S. Postal Service and are authorized by public law to perform postal finance functions and other postal duties.

Official mail.–Mail originated by U.S. Government departments, agencies, and persons listed in Part 137 of the *U.S. Postal Service Manual*. Normally official mail is mailed under the franking privilege, penalty indicia, or Postage and Fees Paid indicia; however, it may have postage prepaid under some circumstances.

PAL parcels.–Parcels, other than airmail, not exceeding 30 pounds and not measuring in excess of 60 inches in length and girth combined, provided the sender of the parcel has paid a special fee in addition to the regular postage, addressed to or from an Armed Forces post office, which are provided air transportation over the entire route of travel.

Parent military (Navy) post office.–A military (or Navy) post office operating units as a part thereof.

Postal Clerk.–A "Postal Clerk," as differentiated from "Navy Postal Clerk is a petty officer or identified striker in the general service rating of Postal Clerk (P.C.)."

Postal Finance Clerk.–A United States citizen who has been authorized, designated and bonded by the commanding officer to perform postal finance functions and other postal duties.

Post Office.–A U.S. civil post office, including branches, stations, or money order units thereof. Post offices are organized, equipped, manned, controlled, and operated by the U.S. Postal Service.

PS.–An abbreviation used in identifying forms originated by the U.S. Postal Service.

Postal Affairs Branch.–A section of the Shore Organization, continuity plans and Postal Branch of the Office of the Chief of Naval Operations with responsibility, under the Director, Administration Division, Office of Naval Administration, for supervision of the administration and operation of the Navy Postal Service. The Postal Affairs Branch maintains liaison with the U.S. Postal Service, the Office of the Secretary of Defense, and the Army-Air Force Postal Service Headquarters in matters concerning military postal operations.

Postal Concentration Center.–A post office or agency of the U.S. Postal Service at which mail for Armed Forces on maneuvers, afloat, or overseas, is concentrated for sorting and delivery or dispatch.

Postal effects.–All items of stock and funds affecting the postal revenue, and funds held in trust for the U.S. Postal Service. These include postage stamps, stamped paper, and funds derived from their sale; blank money order forms, funds received from their issuance, paid money orders, and fees from special services. The term also includes accountable equipment furnished by the Postal Service, such as mail keys, scales, and canceling machines.

Postal Officer.–A commissioned or warrant officer assigned to postal duties and responsible to the commanding officer for the supervision of the postal functions of the command. U.S. citizen civil service personnel may be designated postal officers for naval activities that operate only mail orderly service and mail directory service.

Public moneys.–Any money (including foreign moneys) belonging to the U.S. Government, or any of its departments or agencies.

Registry jacket.–A specially printed Postal Service envelope in which several registered articles for the same mail distribution point are placed, after billing for transmittal.

Rotary key.–A specially designed master key for opening rotary locks.

Rotary lock.–A brass metered lock, serially numbered, used on pouches containing registered mail.

Sack jacket (SJ).–A pouch or sack containing registered mail fastened with a lead seal device, which bears an addressed shipping tag with a number preceded by "SJ," for billing purposes.

SAM parcels.–Third and fourth class personal parcels not exceeding 15 pounds in weight and 60 inches in length and girth combined, addressed to any Armed Forces post office, and personal parcels not exceeding 70 pounds in weight and 100 inches length and girth combined which are mailed at any such Armed Forces post office which are transported by air between the point of embarkation and the military post office on a space available basis on scheduled United States air carriers.

Sectional Center Package.—A package of mail containing 10 or more pieces for one post office in the same SCF area, which is identified by the first three numbers of the ZIP code.

States working.—Mail destined for delivery in the United States and which requires reworking for onward transmission.

Terminal Navy Post Office.—A Navy post office designated as a center for the concentration, consolidation and dispatch of mails.

USPS.—Abbreviation for U.S. Postal Service.

ZIP CODE.—A 5-digit code used by the Postal Service for the distribution and routing of mail. In less populated areas, the first three digits identify the sectional centers (SCFs) which are the mail focal points of air, highway and rail transportation. The last two digits identify the post office or delivery station. In cities that have local postal zones, the first three digits of the ZIP Code identify the area, state, and city and the last two digits generally designate the former local zone number. Use of this ZIP Code on all mail matter assists in expediting the handling of this mail within the United States.

5-digit package.—A package of mail containing 15 or more pieces for the same ZIP Code area.

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